Digital Facsimile Transceivers

OPERATION MANUAL

FX-E1300

Nitsuko

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INTRODUCTION

You will find the FX-E1300 convenient and easy to use. The numerical keypad is much like that of a pushbutton telephone. You use it to "dial" a phone number and for other instructions. Many of the other keys are similar to the familiar office copier. You can even make copies with the Copy key.

The display panel gives prompt messages to guide you through each step. You simply respond with a Yes or No answer. The display panel also provides status information when sending or receiving so you know whether or not the operation is proceeding properly.

GENERAL FEATURES

Fast and Economical

The FX-E1300 has many advanced features to suit a wide variety of office applications. It's 15 second per page throughput speed* and compatibility with most types of facsimile units make it a fast, economical way to send documents, across town, the country and internationally. Of course, the FX-E1300 also receives documents automatically day or night.

One and Two Key Dialing

With "quick dial" you can store up to 60 telephone numbers and access them with a one or two digit code. Numbers can be assigned to groups of frequently called locations to save even more time and keystrokes. The memory saves these numbers for later use. (See "Speed Dialing and Group List" p. 21)

Send-Later Transmission

The built-in autodialer with memory can automatically transmit documents at a later time, such as after-hours when telephone rates are lower. The automatic document feeder holds up to 30 pages, so even large batches of documents can be sent without operator assistance. (See "Send-Later Transmission", p. 67.)

* *For 8 1/2 x 11" document with average density text.*

Immediate and Delayed Polling

Through polling, your unit calls another station and instructs it to transmit any documents to you that are in its automatic document feeder (or vice versa). Up to 80 different stations can be polled immediately or at a designated later time. Use of this feature is ideal when communicating with remote locations in other time zones. It allows reception during off-peak hours or after-hours, when line rates are low without an operator present at either end. The polling operation can be secured, permitting only like-coded machines to poll yours, or unsecured (free). (See "Polling", p. 70.)

Turnaround Polling

A take-off on simple polling, turnaround polling allows you to transmit and receive on the same call to minimize line charges and operator involvement. (See "Turnaround Polling", p. 78)

Transfer Broadcasting

Transfer broadcasting that is indirect broadcasting feature, allows you to instruct a remote system to broadcast a document for you. If the remote system is located in a lower rate time zone or is in closer proximity to the receiving stations, transfer broadcasting becomes an economical way to transmit documents. (See "Transfer Broadcasting", p. 79.)

Confidential Messaging

Many confidential documents are also time-sensitive. Assign a confidential status to them and direct these important messages to the memory of a fax unit equipped with confidential reception. (See "Sending Confidential Documents", p. 84.)

Compatibility

Whether sending or receiving documents, both units must be compatible - able to "talk" to each other. The FX-E1300 is designed to be compatible with a wide range of facsimile units (specifically, meeting CCITT Group 2 or 3, and the North American 6-minute FM standard) so you should not encounter difficulities. (See "Compatibility", p. 46.)

Dedicated or Shared Line

Depending upon your office size and fax volume, you can either dedicate a phone line to the FX-E1300 or share the line with regular phone conversations. (See "Use The Telephone", p. 44.)

USING THIS GUIDE

As A Reference Manual

As you've just read, there are many features available for use with the FX-E1300. This guide is designed to make those features quick to learn and easy to use. The guide is divided into sections with the most commonly used features covered first. You'll want to review the sections on "Component Guide" and "Basic Operations" before you begin.

Quick dial numbers and group listings should already be set. A printout of the TELEPHONE LIST should be posted near the unit. If your unit has just been delivered, contact your local NITSUKO or dealer service center to arrange installation. If you want to change or update the TELEPHONE LIST, refer to "Speed Dialing and Group Lists", p. 21.

As time permits, read through the "Special Applications" section to familiarize yourself with those features. When you need to use a particular feature, locate it quickly through the "Table of Contents."

The FX-E1300 provides a number of reports, lists and monitors for different applications. You'll find descriptions and printout information in the "Reports, Lists and Monitors" section.

If you encounter a problem, check the "Troubleshooting and Maintenance" section. It also contains information on changing paper and hints on daily care.

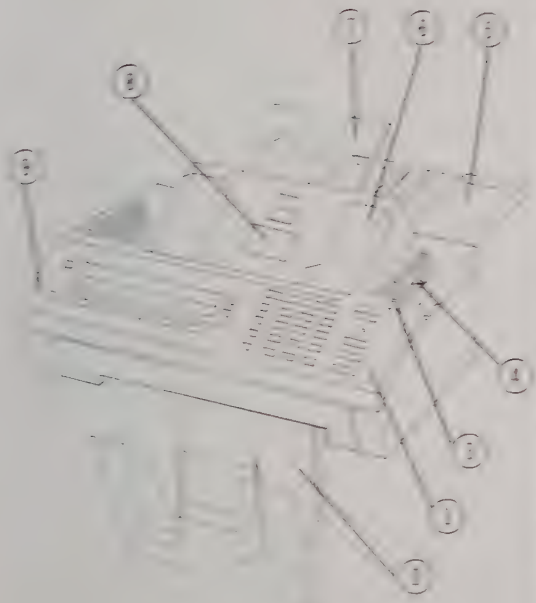
For Step-By-Step Instructions

The sections contain detailed instructions for every feature. Step-by-step instructions guide you through a procedure. Where appropriate, next to each step is a description of what you will see in the display. This two-column format lets you instantly verify that you are proceeding correctly. Within each step, referenced keys are highlighted for easy identification as you are reading.

Before you actually begin a procedure, read through the steps and familiarize yourself with the location of the keys you will use. Remember to look at the display. It leads you through the steps, prompts you for answers and makes learning the FX-E1300 quick and easy.

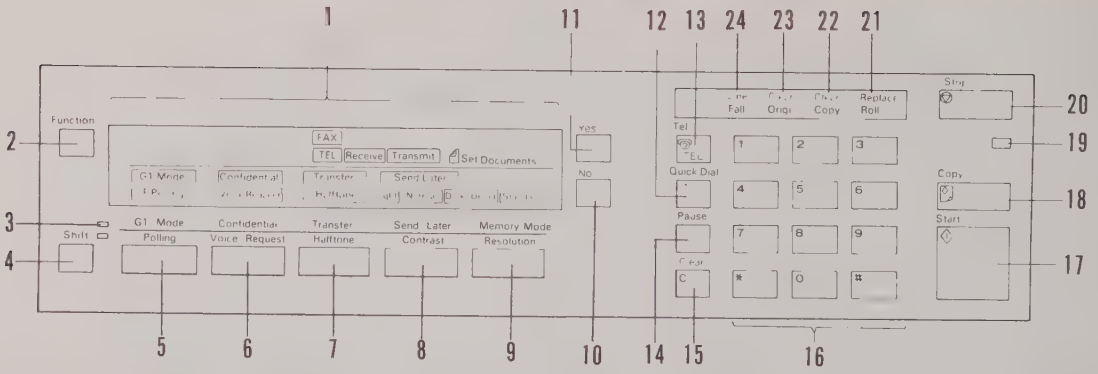
COMPONENT GUIDE

OVERVIEW



No.	Machine Part	Function
1	Operation panel	Buttons for programming and retrieving and toner indicators
2	Original document tray	The original document is stacked here after it has been scanned
3	ADF release button	Releases the Automatic Document Feeder (ADF)
4	Upper cover release button	Releases the upper cover lock
5	Output tray	Received copies are stacked here
6	Adjustable document guide	Guides the document into the ADF
7	Extended document table	Supports long documents
8	Paper checking window	Allows the remaining quantity of printing paper to be checked
9	Display panel	Displays prompts, status and selected modes

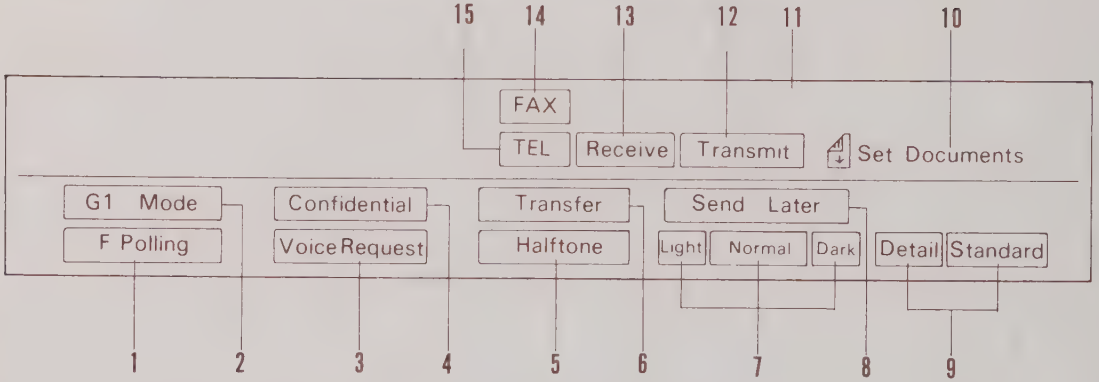
OPERATION PANEL



No.	Name	Function
1	Display Panel	Displays prompts, status, and selected modes.
2	Function Key	To enable selection of a multi mode function.
3	Shift Level Indicator	Indicates the selected row of functions.
4	Shift Button	Selects one of the two rows of functions
5	Function Selection Key	Use to select Polling or G1 transmission.
6	Function Selection Key	Use to select the Voice Request or the Confidential Transmission mode
7	Function Selection Key	Use to select the Halftone or the Transfer Request mode
8	Function Selection Key	Use to control the Contrast or to select the Send-Later mode.
9	Function Selection Key	Use to control the Resolution mode

No.	Name	Function
10	"No" Key	Use to answer questions appearing on the character display
11	"Yes" Key	Use to answer questions appearing on the character display
12	Quick Dial Key	Use to program or select a quick dial code.
13	Telephone Number Key	Use to enter telephone numbers.
14	Pause Key	Use to insert a pause in the telephone number corresponding to a pause required when dialing, e.g. from a PBX extension.
15	Clear ("C") Key	Use to clear or to change characters on the display.
16	Numeric Keypad	Use in the following cases: 1) To input the telephone, quick dial code, or group number. 2) To select a multi-mode function. 3) To input values as required during operation.
17	Start Key	Use to start transmission.
18	Copy Key	Use to copy the document.
19	Power Indicator	Indicates that the Main Power is ON.
20	Stop Key	Stops operation and returns the machine to standby.
21	"Replace Roll" indicator	Indicates that the copy paper has run out
22	"Clear Copy" indicator	Indicates a copy paper jam.
23	"Clear Original" indicator	Indicates an original document jam.
24	"Line Fail" indicator	Indicates transmission failure.

DISPLAY PANEL



No.	Name	Function
1	Polling	Indicates that Polling has been enabled. When "F" precedes "Polling", it indicates that free polling has been selected. It is not necessary to input an ID code.
2	G1 Mode	Indicates that the G1 transmission mode has been selected.
3	Voice Request	Indicates that voice co-ordination can be made over the telephone after transmitting or receiving.
4	Confidential	Indicates that the confidential mode has been selected.
5	Halftone	Indicates that the halftone mode has been selected.

No.	Name	Function
6	Transfer	Indicates that transfer transmission has been selected.
7	Dark, Normal, Light	These lamps indicate the selected reading level (contrast).
8	Send Later	Indicates that Send Later transmission has been selected.
9	Detail, Standard	Indicates the selected resolution.
10	Set documents	Indicates that the machine is ready to transmit and that documents can be set in the ADF.
11	20-digit character display	Display RTI and CSI codes and selected functions. It is also used in routine operations and in multimode functions.
12	Transmit	Indicates transmission status. (RTI or CSI of the remote receiving terminal is displayed in the 20-digit display.)
13	Receive	Indicates receiving status. (RTI or CSI of the remote transmitting terminal is displayed in the 20-digit display.)
14	FAX	Indicates the selection of automatic reception (dedicated line).
15	TEL	Indicates the selection of manual reception (shared line).

INSTALLATION GUIDELINES

POWER AND GROUNDING REQUIREMENTS

The FX-E1300 unit must have the correct power supply and be properly grounded for optimum operation

Power Supply

1. Operate within the following ranges:
   Current capacity — 10A or over
   Voltage capacity — 115 VAC (105 to 125 VAC), 220 VAC (200 to 250 VAC)

2. Make sure the power plug is inserted securely in the wall socket.

3. The unit should be installed near the power source. Branch wiring is not recommended. If an extension cord is necessary, use a cable of 125V, 15A or higher rating. Extensions of 15 feet or more should not be used.

4. Do not connect other equipment to the same socket as the FX-E1300.

5. Take care not to step on or set anything on the power cord.

Grounding

The system must be grounded for safety. With proper grounding, about 90% of lightning damage can be prevented.

Proper grounding terminals:
- The grounding terminal of the power outlet.
- Any grounding terminal except the telephone grounding terminal.
- Do **not** ground to gas or water pipes.

LOCATION PREPARATION

Location Selection

Have the system installed in a location that meets the following requirements:

1. Place the system so it is not exposed to direct sunlight.

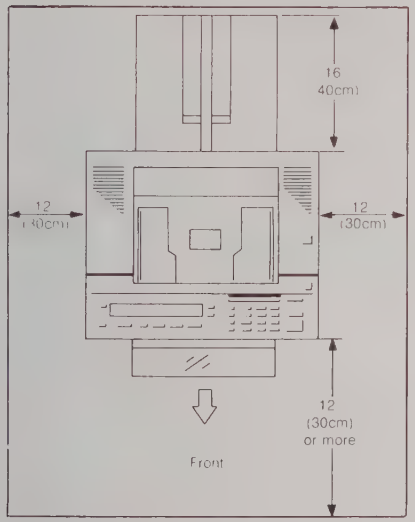
2. Select a surface that is level and free from vibration.

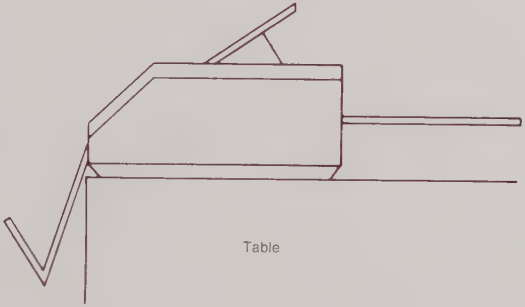
3. Avoid extremes in temperature and humidity. The system could malfunction if operated at such extremes. (Do not place near a humidifier.)
   - Operating temperature: 40° to 95°F (5° to 35°C)
   - Operating humidity: 30 to 85% RH (without condensation)

4. Avoid dusty areas.

Space Requirements

1. Provide ample space around the system so that it can be easily operated and maintained.





2. Do not install near other electrical equipment. Interference may occur.

GETTING STARTED

MULTI-MODE FUNCTIONS TABLE

By entering 2-digit numbers at the keypad after pressing the FUNCTION button, various functions can be activated. Functions 10, 22, 23, 24, 25, 40 must be programmed at machine installation.

F.No.	Function	Description	Remarks
10	Clock Adjustment	To adjust the year, month, date, and time of the internal clock.	When the "C" button is pressed consecutively, the cursor shifts to the right and returns from the end of the display to the start.
11	FAX/TEL Charge	To select automatic or manual reception by setting either the FAX or TEL mode respectively.	Transmission is possible even when in the TEL mode. Automatic Reception is not possible in the TEL mode.
12	Counter Check	To check the total number of copies transmitted and received.	
13	Error Code Indication	Indicates frequently occuring errors as three-digit codes.	The serviceman can easily understand the status of the machine and quickly respond to the trouble.
14	Selection of Page Numbering Method	To enable print out of page numbers as fractional numbers at the top of each received page at the remote terminal. Ex.: P. 1/2, P. 2/2	If this mode is not selected, each page is automatically labeled P. 1, P. 2, etc. In memory transmission, this is automatically selected.

F.No.	Function	Description	Remarks
15	Department Code Selection	When a four-digit department code is entered before transmission, it is printed out on the TCR. This can be used to track machine usage to individual departments.	
16	Confidential Reception Printout	This is used to print out documents received in the confidential mode. When such documents have been received, the "confidential" lamp is lit.	Printout is possible only when the password input matches the password which has been set in the machine.
20	Programming Quick Dial Codes	Telephone numbers of remote terminals can be programmed as quick dial codes consisting of one or two-digits. Up to 60 quick dial codes can be programmed (from 0 to 59)	
21	Group List	By programming telephone numbers and/or quick dial codes into groups, more than one remote terminal can be designated for memory transmission or polling.	

F.No.	Function	Description	Remarks
22	Setting the ID Code	The ID Code is a four-digit code used for polling or transfer request transmission.	If the codes of the transmitting and receiving terminals do not match, polling or transfer request transmission is not possible. The ID Code can be set by using buttons "#", "*" and "C". "#": Increment the number from 0 to F. "*": Decrement the number from F to 0. "C": Shift the cursor to the right, or return from the end of the display to the beginning.
23	Setting the TTI	This transmitters' identification (max. 32 characters) and the date, time, telephone number and page number are printed at the top of each received page.	If a solid black mark (■) is inserted between characters, characters after it are not printed out. Please use a space (□) instead. Usable Characters: 128 To set the TTI, use buttons "#", "*" and "C". "#": Increment within the series from ■ to !"#$.... "*": Increment within the series from !"# ... to ■. "C": Shift the cursor to the right.

F.No.	Function	Description	Remarks
24	Setting the RTI	To identify the remote terminal. A 20 character identification is displayed on both the transmitting and receiving machines.	As for the TTI.
25	Setting the CSI	To identify the remote terminal in a maximum of 20 numerals.	To set the CSI, use buttons "#", "*" and "C". "#": Increase from ■ to 9. "*": Decrease from ■ to □ . "C": Shift the cursor to the right.
26	Polling File Clearance	To clear preset files used for time designated polling receptions.	Confirm the number of the file to be cleared beforehand by checking the polling file list.
27	Transmission Waiting File Clearance	To clear data stored in the memory.	Confirm the number of the file to be cleared beforehand by checking the memory report, and be careful not to cancel the other files.

F.No.	Function	Description	Remarks
30	Transaction Confirmation Report (TCR) Printout	Information concerning each transmission and reception is stored and printed out automatically after 35 transactions. If desired, this report can be printed out on demand using this function.	When Bit 7 of Bit SW4 is set at "1", the information for TCR is erased after using this function.
31	Telephone List Printout	To print out the telephone numbers that are registered as quick dial codes or in groups.	
32	Service Report Printout	To print out the service report, which lists communication error codes.	
33	Polling File List Printout	To print out the polling reservation list, which lists designated times, remote telephone numbers, etc. for polling reception.	
40	Programming the Local Station Number	To register the local terminal telephone number, which is necessary for transfer transmission.	If this telephone number is not entered, the transfer mode can not be selected. This telephone number is indicated on the telephone list by "*00".

This section is intended for the manager or administrator. It is designed to help you realize maximum benefits from the FX-E1300 by offering suggestions and instructions on its set up, use and control.

Included are procedures for inputting codes and other pertinent information that must be set in the system prior to daily operation. Once input, these instructions remain in the system until you want to change or update them. Entering this information lessens the time involved and adds to the ease of operation for the casual user.

Your Nitsuko or dealer service representative is available to answer any questions and to assist you in the system set-up during installation.

Notice: Quick code numbers and group lists are easy to program and change. To avoid sending documents to the wrong location, the system manager should periodically check the accuracy of the posted Telephone List. Users, in addition, should confirm the accuracy of the selected quick dial codes, group numbers and telephone numbers by referring to the display as the numbers are entered.

SPEED DIALING AND GROUP LISTS

Storing Quick Dial Numbers

No matter what your application, you'll want to take advantage of the one and two button dialing feature — quick dial. Up to 60 telephone numbers can be stored in memory by assigning a one or two digit quick dial code, from 0 to 59, to each number. Each stored telephone number can have up to 32 digits.

Benefit: Cuts user involvement. The 32-digit capacity per code allows quick calling of international numbers as well as long distance numbers using such services as Sprint or MCI.

Note: Be sure to print and post TELEPHONE LIST after storing new quick dial numbers. *See p 90.*

PROCEDURE	DISPLAY	
	READY	10:00
1. Press the **Function** key.	SELECT MODE:□ □	KPAD
2. Enter the number **20** at the keypad.	PROGRAM QUICK#?	Y/N
3. Press the **Yes** key if correct. If not, press the **Function** key and return to step 1.	QUICK# —	KEYPAD/N
4. Enter a number (0-59) as a quick dial "code". Example. 7	QUICK#7	Y/N
5. Press the **Yes** key, if correct. If not, press the **No** key and return to step 4.	7:□ □ □ □ □ □ □ □ □ □	KEYPAD/N

PROCEDURE	DISPLAY	
6. Enter the full telephone number from the keypad. Example: 2015551212	7:2015551212	Y/N
7. Press the **Yes** key if the number is correct. Return to step 4 to enter another code. If all codes are assigned, go to step 8. Press the **No** key to erase an error. Return to step 6.	QUICK# —	KPAD/N
8. Either: (a) Press the **Function** key to exit the function and return to standby. or (b) Press the **No** key to proceed to other functions.	READY	10:00

Changing the Telephone Number of a Quick Dial Code

Note: Be sure to print and post TELEPHONE LIST after changing telephone number of a Quick Dial Code. *See p. 90.*

PROCEDURE	DISPLAY	
	READY	10:00
1. Press the **Function** key.	SELECT MODE: □ □	KPAD
2. Enter the number **20** from the keypad.	PROGRAM QUICK#?	Y/N
3. Press the **Yes** key if correct. If not, press the **Function** key and return to step 1.	QUICK# —	KEYPAD/N
4. Enter the quick code number you want to change. Example: 7	QUICK#7	KEYPAD/Y/N
5. Press the **Yes** key if correct. Example: 2015551212 in code 7 If not, press the **No** key and return to step 4.	7: 2015551212	Y/N/C
6. Press the **Clear** key to erase the stored telephone number.	7:□ □ □ □ □ □ □ □ □ □	KPAD/N
7. Enter the new full telephone number from the keypad. Example: 3145557814	7: 3145557814	Y/N
8. Press the **Yes** key if the number is correct. Return to step 4 to change another code. If all codes are changed, go to step 9.	QUICK# —	KEYPAD/N

PROCEDURE	DISPLAY	
Press the **No** key to erase an error. Return to step 7.		
9. Either: (a) Press the **Function** key to exit the function and return to standby. or (b) Press the **No** key to proceed to other functions.	READY	10.00

Programming Group Lists

Group numbers are used for polling and transfer broadcast with FX F1300. By including a group number in a transfer broadcast, direct broadcast or polling initiation sequence, the operation will take place to all remote stations assigned to that group. The 60 quick dial numbers plus an additional 10 telephone numbers can be assigned to up to 7 groups. The maximum capacity of any one group is 70 numbers.

Benefit: Cuts user involvement.

Note (1) "Not Programmed" appears in the display if you select a quick dial code with no telephone number assigned to it.

(2) "Use Quick# Only" appears in the display of you attempt to program more than 10 full telephone numbers into Group Lists area.

(3) The total number of full telephone numbers and/or quick dial codes you place in any one group should be governed by the type of operation for which that group may be used

- For Polling — group with maximum limit of 70 locations allowed
- For Transfer Broadcast — group with limit of 30 locations allowed

4) Be sure to print and post TELEPHONE LIST after programming group lists

PROCEDURE	DISPLAY	
	READY	10:00
1 Press the **Function** key	SELECT MODE [ ] [ ]	KPAD
2. Enter **21** from the keypad.	PROGRAM GROUPS?	Y/N
3. Press the **Yes** key if correct. If not, press the **Function** key and return to step 1.	** —	KEYPAD/N
4. Enter a group number (1-7) Example: 1 If error made, press the **No** key and repeat step.	**1:	QUICK/TEL/N

PROCEDURE		DISPLAY
5. You may add quick dial codes and full telephone numbers.		
Quick Dial Code:		
(a) Press the **Quick Dial** key if indicator is not lit.	**1: QUICK# —	KPAD/N
(b) Enter the quick dial code. Example: 7	**1: QUICK#7	KPAD/Y/C
Telephone Number:		
(a) Press the **Tel** key if indicator is not lit.	**1: □ □ □ □ □ □ □ □ □ □	KPAD/N
(b) Enter the full telephone number. Example: 2015551212	**1: 2015551212	Y/N/C
6. Press the **Yes** key if correct. Return to "Quick Dial Code" or "Telephone Number" is step 5. If all numbers are assigned to group, go to step 7, if error made, press the **No** key and return to step 5.	**1:	QUICK/TEL/N
7. Press the **No** key if all numbers for that group are assigned.	**1: —	KEYPAD/N
8. Either (a) Start another group. Return to step 4. or (b) Press the **Function** key to return to standby. or (c) Press the **No** key to proceed to other functions.	READY	10:00

Removing a Quick Dial Code or Telephone Number from a Group

Note: Be sure to print and post TELEPHONE LIST after removing quick dial code or telephone number from a group. *See p. 90.*

PROCEDURE	DISPLAY	
	READY	10:00
1. Press the **Function** key.	SELECT MODE: □ □	KPAD
2. Enter **21** from the keypad.	PROGRAM GROUP?	Y/N
3. Press the **Yes** key if correct. If not, press the **Function** key and return to step 1.	**—	KEYPAD/N
4. Enter the group number to be changed. Example: 1 If error made, press the **No** key and repeat step.	**1:	QUICK/TEL/N
5. You may remove quick dial codes and full telephone numbers.		
Quick Dial Code: a) Press the **Quick Dial** key if indicator is not lit.	**1: QUICK# —	KPN/C
b) Enter the quick dial code number to be removed. Example: 7	**1: QUICK#7	KPD/Y/C
c) Press the **Clear** key to remover quick code number. If error made, press the **No** key and return to step b.	**1: QUICK# —	KPD/N
d) Return to step b to remove another quick dial code from the same group or go to step 6.		

PROCEDURE	DISPLAY	
Telephone Number:		
a) Press the **Tel** key if indicator is not lit.	**1: □ □ □ □ □ □ □ □ □ □	KPAD/N
b) Enter the full telephone number to be removed. Example: 2015551212	**1: 2015551212	Y/N/C
c) Press the **Clear** key to remove telephone number. If error made, press the **No** key and return to step b.	**1: □ □ □ □ □ □ □ □ □ □	KPD/N
d) Return to step b to remove another telephone number from same group or go to step 6.		
6. Either:		
a) Press the **No** key and return to step 5 to switch between quick dial codes and telephone numbers and remove that type of number from the same group.	**1	QUICK/TEL/N
b) Press the **No** key twice and return to step 4 to remove a quick dial code or telephone number from a different group.	** —	KEYPAD/N
c) Return to step 5 in "Programming Group Lists" p. 26, to add a new quick dial code or telephone number to the same group.		
d) Press the **Function** key to return to standby.	READY	10:00

Telephone Reference List

The telephone list contains all phone numbers you have assigned to quick dial codes and indicates into which group(s) you may have assigned each quick code number. In addition to the 60 quick code numbers, up to 10 extra telephone numbers are given at the bottom of the list which you may assign strictly to groups. See p. 90 for a sample and printing instructions.

Benefit: Provides reference list for all users and for making changes later

Note: The local station number should appear at the top of the list which is required for transfer broadcast. If not, see "Local Station Number", p. 42, and reprint TELEPHONE LIST afterwards.

IDENTIFICATION AND TRACKING

Clock Setting

The system clock provides date and time information for reports, lists and the Transmit Terminal Identification. You can adjust the clock as necessary.

The clock appears in the display as follows (example):

'86 — 05 — 03 10 : 00

Year Month Date Hour Minute

PROCEDURE	DISPLAY	
	READY	10:00
1. Press the **Function** key.	SELECT MODE: ☐ ☐	KPAD
2. Enter **10** from the keypad.	ADJUST CLOCK?	Y/N
3. Press the **Yes** key if correct. If not, press the **Function** key and return to step 1.	'86-05-03 10:00	KPAD
4. Press the **Clear** key to move the cursor to the right. Example: Change to May 5 at 10:30 am		
a) Press the **Clear** key until the cursor is in position to change the day.	'86-05-03 10:00	KPAD
b) Enter 5.	'86-05-03 10:00	KPAD
c) Press the **Clear** key until the cursor is in position to change the minutes.	'86-05-03 10:00	KPAD
d) Enter 3.	'86-05-03 10:30	KPAD
5. Press the **Function** key to return to standby.	READY	10:00

Page Numbering

When transmitting, the FX-E1300 will automatically add page numbers, which will be printed at the top of each copy received at the remote station. When programming this function, you decide whether all transmissions will automatically use simple page numbering (e.g. p.1, p.2, etc.) or if the user will be offered batch page numbering (e.g. p.1/2, p.2/2).

Benefit. Allows receiver to track all incoming copies in correct order. Batch page numbering, in addition, notifies receiver of total copies and flags incomplete transmissions.

PROCEDURE	DISPLAY	
	READY	10:00
1. Press the **Function** key.	SELECT MODE: □ □	KPAD
2. Enter the number **14** from the keypad.	PAGE COUNT?	Y/N
3. Press the **Yes** key if correct. If not, press the **Function** key and return to step 1.	PAGE COUNT ON?	Y/N
4. Either: a) Press the **Yes** key to select batch numbering. or b) Press the **No** key to select simple numbering.	DEPT CODE?	Y/N
5. Either: a) Press the **Function** key to return to standby. or b) Go to step 2 in the next procedure, "Department Codes".	READY	10:00

Department Codes

You can program the system to ask the user for a four-digit department code prior to transmission. These codes are printed on the TRANSACTION CONFIRMATION REPORT (see p. 92 for additional information on the TCR). If the department code request is chosen, be certain to inform all users of their proper department code.

Benefit: Tracks system usage by individual department for volume and budgetary control.

PROCEDURE	DISPLAY	
	READY	10:00
1. Press the **Function** key.	SELECT MODE: □ □	KPAD
2. Enter **15** from the keypad.	DEPT CODE?	Y/N
3. Press the **Yes** key if correct. If not, press the **Function** key and return to step 1.	DEPT CODE ON?	Y/N
4. Either: a) Press the **Yes** key. This instructs the system to request a department code prior to each transmission or polling. or b) Press the **No** key to disable the function. The department code prompt will not appear during normal use.	PRT CONFIDENTIAL?	Y/N
5. Press the **Function** key to return to standby.	READY	10:00

Transmitting Terminal Identification (TTI)

By setting the TTI, your system's identifier will be placed at the top of each page as it is transmitted. The identifier can contain up to 32 characters which might consist of your company name, phone number, city and/or state. Automatically included with your identifier at the top is the date, time and the simple or batch page number of the transmission. This full line of information appears on the copies received at the remote terminal, not on the original documents.

Benefit: Allows full tracking of incoming copies by the receiver.

Note: (1) Use a "blank" as the space between words. If a solid black mark is used (■), the characters following the mark will not be printed.
(2) Use the following steps also to change or correct an existing TTI.

PROCEDURE	DISPLAY	
	READY	10:00
1. Press the **Function** key.	SELECT MODE: □ □	KPAD
2. Enter **23** from the keypad.	SET TTI?	Y/N
3. Press the **Yes** key if correct. If not, press the **Function** key and return to step 1.	TTI: □ □ □ ...	
The first space on the display should be a blinking "—". The blinking action designates the character position being selected or changed.		

PROCEDURE	DISPLAY

4. Select the desired characters (up to 32).

   You can choose from characters stored in memory in the following sequence:

   (blank)!"#$%&'()*+,-./0123456789:;<=>?@ABCDEFGHIJKLMNOPQRSTUVWXYZ[¥]^_ followed by Katakana, the Japanese phonetic alphabet.

   Use the following keys to move through the data until the desired character appears over the blinking "—" (cursor) on the display:

   a) The # key increments (to the right) through the data. Keep it depressed to increment rapidly.

   b) The * key decrements (moves to the left) through the data. Keep it depressed to decrement rapidly.

   NOTE: To change a character in another position, go to step 5.

PROCEDURE	DISPLAY	
5. Press the **Clear** key to move the blinking "—" (cursor) one position to the right to select or change the next character (up to 32). Return to step 4. After completing identifier, go to step 6.		
Example: NITSUKO		
a) Press the # key until "N" is displayed.	TTI: N □ □ ...	
b) Press the **Clear** key to move the cursor (—) one character to the right.	TTI: N□ □ ...	
c) Press the * key until "I" is displayed.	TTT:NI□ ...	
d) Use the **Clear**, # and * keys as necessary to select the rest of the identifier.	TTI: NITSUKO ...	
6. Press the **Function** key, after completing the identifier, to return to standby.	READY	10·00

Remote Terminal Identification (RTI)

This identifier which you program into your machine will appear in the display of a remote terminal during communications. The identifier could be your company name, city, state and/or phone number and may contain up to 20 characters.

Benefit: During transmission or polling, the RTI can be checked for correct hook-up. When receiving copies, the RTI informs you of the transmitting terminal and allows phone conversation on the same call if desired (see Voice Coordination, p. 63).

Note: (1) Follow these steps to also change or correct the RTI.
(2) Use a "blank" as the space between words. If a solid black mark is used (■), the characters following the mark will not appear in the remote terminal's display.

PROCEDURE	DISPLAY	
	READY	10:00
1. Press the **Function** key.	SELECT MODE: □ □	KPAD
2. Enter **24** from the keypad.	SET RTI?	Y/N
3. Press the **Yes** key if correct. If not, press the **Function** key and return to step 1.	RTI: □ □ □ ...	

4. Select the characters (up to 20).

   You can choose from characters stored in memory in the following sequence:

   (blank)!"#$%&'()*+,-./0123456789:;<=>?@
   ABCDEFGHIJKLMNOPQRSTUVWXYZ[¥]^_ followed by Katakana, the Japanese phonetic alphabet.

PROCEDURE	DISPLAY

Use the following keys to move through the data until the desired character appears over the blinking "—" (cursor) on the display:

a) The # key increments (to the right) through the data. Keep it depressed to increment rapidly.

b) The * key decrements (moves to the left) through the data. Keep it depressed to decrement rapidly.

NOTE: To change a character in another position, go to step 5.

5. Press the **Clear** the key to move the blinking "—" (cursor) one position to the right to select or change the next character (up to 20).
Return to step 4. After completing identifier, go to step 6.

Example: NITSUKO

a) Press the # key until "N" is displayed. — RTI: N □ □ ...

b) Press the **Clear** key to move the cursor (—) one character to the right. — RTI: N □ □ ...

c) Press the * key until "I" is displayed. — RTI: N I □ ...

d) Use the **Clear,** # and * keys as necessary to select the rest of the identifier. — RTI: NITSUKO ...

6. After completing the RTI, press the **Function** key to return unit to standby. — READY — 10:00

Called Subscriber Identification (CSI)

The CSI is a form of the RTI that can be used between facsimile units made by different manufacturers. The CSI is limited to numerals and blanks only. It is recommended that you use your unit's telephone number as the identifier.

Note. (1) Use a "blank" as the space between numbers. If a solid black mark is used (■), the numbers following the mark will not be printed.
(2) Use the following steps to also change or correct an existing CSI.

PROCEDURE	DISPLAY	
	READY	10:00
1. Press the **Function** key.	SELECT MODE: □ □	KPAD
2. Enter **25** from the keypad.	SET CSI?	Y/N
3. Press the **Yes** key if correct. If not, press the **Function** key and return to step 1.	CSI: □ □ □ ...	
4. Select the numbers and spaces (up to 20). You can choose from characters stored in memory in the following sequence: (blank)0123456789 Use the following keys to move through the data until the desired character appears over the blinking "—" (cursor) on the display: a) The # key increments (to the right) through the data. Keep it depressed to increment rapidly.		

PROCEDURE	DISPLAY	
b) The * key increments (moves to the left) through the data. Keep it depressed to decrement rapidly.		
Note: To change a character in another position, go to step 5.		
5. Press the **Clear** key to move the blinking "—" (cursor) one position to the right to select or change the next character (up to 20). Return to step 4. After completing identifier, go to step 6.		
Example: 201 555 1212		
a) Press the # key until "2" is displayed.	CSI: 2 ☐ ☐ ...	
b) Press the **Clear** key to move the cursor (—) one character to the right	CSI: 2 ☐ ☐ ...	
c) Press the * key until "0" is displayed.	CSI: 20 ☐ ...	
d) Use the **Clear**, # and * keys as necessary to select the rest of the identifier.	CSI: 201 ☐ 555 ☐ 1212 ...	
6. Once completed, press the **Function** key to return to standby.	READY	10:00

POLLING AND TRANSFER BROADCAST CODE

ID Code

The ID code is a four-digit identifier which is required for transfer broadcast and secured polling. The ID code ensures that only like-coded terminals can complete these operations (Unsecured or free polling is also available in which communicating terminals need not have matched ID codes. See "Polling", p. 70, for details).

If you are going to use secured polling and/no transfer broadcast, you will want to establish and exchange ID codes with the other stations in your network.

Benefit: Acts as a security feature.

Note: To correct or change the ID code, follow these same steps.

PROCEDURE	DISPLAY	
	READY	10:00
1. Press the **Function** key.	SELECT MODE: □ □	KPAD
2. Enter **22** from the keypad.	SET ID CODE?	Y/N
3. Press the **Yes** key if correct. If not, press the **Function** key and return to step 1.	ID NO: 0000	
4. Select up to four characters for the ID code.	0 → 1 → 2 → 3 → 4 → 5 → 6 → 7 ↑ ↓ F ← E ← D ← C ← B ← A ← 9 ← 8	
You can choose from the following 16 characters stored in memory in the following sequence:		

PROCEDURE	DISPLAY	
Use the following keys to move through the data until the desired character appears over the blinking "—" (cursor position) on the display:		
a) The # key increments (moves to the right) through the data. Keep it depressed to move rapidly.		
b) The * key decrements (moves to the left) through the data. Keep it depressed to move rapidly.		
Note: To change a character in another position, go to step 5.		
5. Press the **Clear** key to move the blinking "—" (cursor) one position to the right to select or change the next character (up to 4). Return to step 4. After completing code, go to step 6.		
Example: 1346		
a) Press the # or * keys until 1 appears over the cursor.	ID NO: 1000	
b) Press the **Clear** key to move the cursor one position to the right.	ID NO: 1000	
c) Press the # key until 3 appears over the cursor.	ID NO: 1300	
d) Repeat steps a) and b) to complete the ID code.	ID NO: 1346	
6. Press the **Function** key to return unit to standby.	READY	10:00

Local Station Number

The local station number is the telephone number of your FX-E1300. This function must be programmed for transfer broadcast to take place. Upon completion of a transfer broadcast, the broadcasting station will automatically send your unit a TRANSFER RESULT REPORT (see p. 94).

Benefit: Directs report to your unit, allowing you to check broadcasting results. Notifies you of stations to which you may have to resend documents.

Note. If the local station number is not entered, "Transfer" will not display when the transfer request is selected. An error condition will occur.

PROCEDURE	DISPLAY	
	READY	10:00
1. Press the **Function** key.	SELECT MODE: □ □	KPAD/
2. Enter **40** from the keypad.	PROGRAM TEL#?	Y/N
3. Press the **Yes** key if correct. If not, press the **Function** key and return to step 1.	**00:□ □ □ □ □ □ □ □ □	KPAD/N
4. Enter your FX-E1300's phone number from the keypad. Example: 201-5551212	*00:201P5551212	Y/N
*Note: After the area code or access to an outside line, you need to add a pause to the dialing sequence. Press the **Pause** key.*		
5. Press the **Function** key to return to standby.	READY	10:00
6. Print a TELEPHONE LIST to verify the number. It appears after *00 in the heading. Refer to "Printing The Telephone List", p. 91, for directions.		

Changing the Local Station Number

PROCEDURE	DISPLAY	
	READY	10:00
1. Press the **Function** key.	SELECT MODE: □ □	KPAD
2. Enter **40** from the keypad.	PROGRAM TEL#?	Y/N
3. Press the **Yes** key if correct. If not, press the **Function** key and return to step 1.	*00:□ □ □ ...	KPAD/N
4. Press the **Clear** key. The previous number is erased.	*00:□ □ □ ...	KPAD/N
5. Enter your FX-E1300's new phone number from the keypad.		
Example: 2015559200	*00:201P5559200	
*Note: After the area code or access to an outside line, you need to add a pause to the dialing sequence. Press the **Pause** key.*		
6. Press the **Function** key to return to standby.	READY	10:00
7. Print a TELEPHONE LIST to verify the number. Refer to "Printing The Telephone List", p. 91, for directions.		

USE OF A TELEPHONE

Full telephone numbers can be dialed directly on the FX-E1300 keypad or by using the supplied telephone. With the telephone connected to your unit, you'll want to review "When The Operator Call Tone Sounds" in "Basic Operations" and "Voice Request" in "Special Applications". You may also want to change the FAX/TEL indicator that appears in the display.

Changing the FAX/TEL Indicator

When set at FAX, the FX-E1300 will receive copies unattended (automatic reception). At the TEL setting, your telephone will ring when a remote terminal wishes to send you documents (manual reception).

Benefit: The FAX setting dedicates the phone line to FAX communications. This selection is recommended for large fax volume users who wish to keep the line free from regular phone conversations. The TEL setting shares the phone line with fax and voice communications. This selection is recommended for smaller offices that wish to keep basic phone service costs to a minimum.

Note: Transmission can be made in either FAX or TEL mode.

PROCEDURE	DISPLAY	
	READY	10:00
1. Press the **Function** key.	SELECT MODE: □ □	KPAD
2. Enter **11** from the keypad.	SELECT FAX/TEL?	Y/N
3. Press the **Yes** key if correct. If not, press the **Function** key and return to step 1.	CHANGE FAX/TEL?	Y/N
4. Press the **Yes** key. The display will change from "FAX" to "TEL" or vice versa. The next function is displayed.	CHECK COUNTERS?	Y/N
5. Press the **Function** key to return unit to standby.	READY	10:00

BASIC OPERATIONS

Before you begin operating the FX-E1300, read through the following compatibility notes and the guidelines on acceptable documents. Becoming familiar with these features will help guarantee trouble-free transmissions.

COMPATIBILITY

In order for two fax units to "talk" to each other, they must be compatible. This "talking" usually refers to basic transmission and reception. In regards to use of special features, both units must also be compatible. If you want to use Voice Request or Polling for example, the other unit must have the related capability. Check with the user of the remote unit to determine its available special features.

Communicating With Other Models

The FX-E1300 will communicate with most fax units worldwide. Specifically, the FX-E1300 meets CCITT Group 2 and 3, and the North American Group 1 standards. Fax units are grouped by transmission speed, among other specifications. Some general guidelines, therefore, in determining the group type of the remote unit are:

Group	Approximate Speed/Page[1]
CCITT 3	Under 1 minute
CCITT 2	Approx. 3 minutes
N.A. 1[2]	Approx. 6 minutes

Note: (1) Approximate speed is based on an 8½ x 11" document with average density text. The actual speed of a transmission will be determined by the slowest of the two units. The FX-E1300 steps down to Group 1 or 2 speeds.

(2) The FX-E1300 is compatible with the North American 6-minute FM (Group 1) standard, not the CCITT Group 1 standard.

Receiving
The FX-E1300 can automatically receive documents from Group 3, 2 and 1 models.

Sending
The FX-E1300 can automatically send documents to Group 3, 2 and 1 models. If you are sending to slower Group 1 models it is recommended that you select the G1 mode to ensure trouble-free transmission.

Selecting G1 Mode

1. Make sure the upper Shift indicator is lit. If not, press the **Shift** key.
2. Press the **G1 Mode/Polling** key.

   The boxed "G1 Mode" appears above the key in the display.
3. Follow the steps for basic transmission. (See page 56.)
4. Press the **G1 Mode/Polling** key to release the mode before transmission if G1 Mode is not desired.

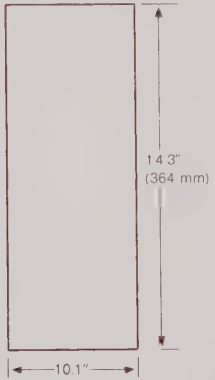
DOCUMENT GUIDELINES

Document Size

The FX-E1300 can accept a document up to 11 inches (280 mm) in width, scanning an area up to 10.1 inches (256 mm) in width and automatically reducing this image area to 8.5 inches (216 mm) wide if necessary upon transmission.

Automatic Feed Transmission Size

Maximum Document Size



(Equal to DIN B4 Size)

Minimum Document Size

(Equal to DIN A6 Size)

Manual Feed Transmission Size

The maximum length can be increased to 45 feet (13.7 m) when the document is manually inserted.

Effective Scanning Width and Automatic Reduction

The FX-E1300 can scan a document area up to 10.1 inches (256 mm) in width. If a document wider than 10.1 inches (256 mm) is inserted, only the central 10.1 inch (256 mm) width area is scanned and transmitted. The transmitted image is automatically reduced if necessary to fit the width of the paper in the receiving machine.

1. Transmitting to a machine with 8.5 inches (216 mm) width receive paper
   - If the transmitted document is 8.5 inches (216 mm) or less in width, the image is transmitted "as is" without reduction.
   - If the original is between 8.5 inches (216 mm) and 11.0 inches (280 mm) in width, the center image area, up to 10.1 inches (256 mm) in width, is automatically reduced to 8.5 inches (216 mm) in width by the transmitting machine. (Area is reduced proportionately in length and width.)
2. Transmitting to a machine with 10.1 inches (256 mm) width receive paper
   - Transmission is made without reduction for documents up to 11.0 inches (280 mm) in width.

Note: For documents wider than 10.1 inches (256 mm), only the central 10.1 inches (256 mm) width area is scanned and transmitted.

Document Types

1. Characters on a document should be thick, large, and legible.

2. When handwriting, use a soft-tip pen, ball point pen, pencil (HB to 2B), or other ink which will not transfer to the reading unit.

   **Black ink is recommended for best reproduction.*

3. The following are **not** suitable: Crayon, colored markers, carbon paper.

4. **Never** use documents with adhesive tape, paste, or staples.

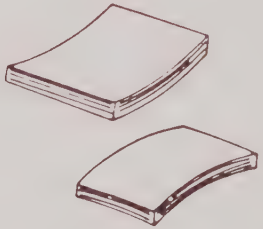
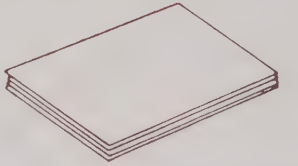
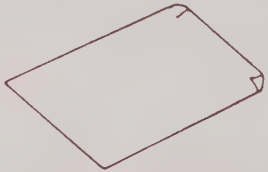
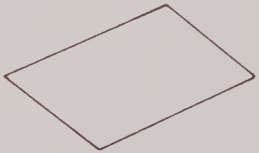
5. The thickness of the documents should be between .002" (.05 mm) and .006" (.15 mm) for transmission.

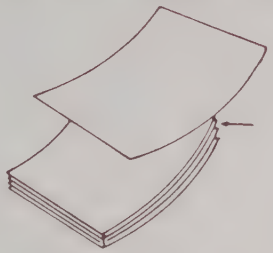
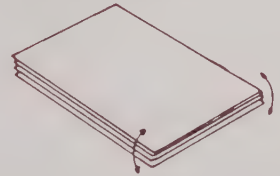
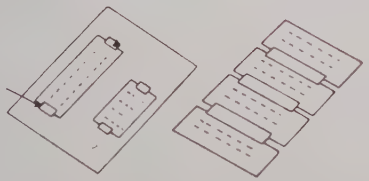
6. The following types of paper can be used for documents*.
   - Automatic Feed — Wood free paper, copy paper, and non-carbon paper.
   - Manual Feed — In addition to the above, onion skin, card stock, and tracing paper can be used.

**Never use carbon paper, wax paper, or vinyl coated paper.*

Preparing Damaged Documents

The following documents cannot be transmitted "as they are" on the FX-E1300 Corrective action is required.

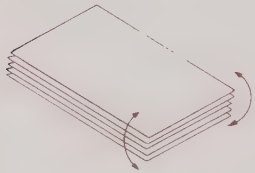
UNACCEPTABLE DOCUMENT	CORRECTION PROCEDURE
Curled document • Upward Curl • Downward Curl 	 Correct documents so that they are flat or curl slightly upward.
Document with Folds  * *They may cause misfeeds.*	 Straighten folds so that documents are flat.
Documents with Tears or Holes in the Leading Edge or Left Side. * *They may cause misfeeds.*	Cut the leading edge or left side or copy the document. Transmit the copied document. However, two or three binding holes are permissible if not in the leading or trailing edge.

UNACCEPTABLE DOCUMENT	CORRECTION PROCEDURE
Sticking Documents **Sticking can result in two sheets being fed at the same time.* 	 Loosen the documents two or three times and make sure that the edges are even.
Folded Document **They may cause misfeeds.*	Copy the document and transmit the copied document.
Patched Documents  **They may cause misfeeds.*	Copy the document and transmit the copied document.

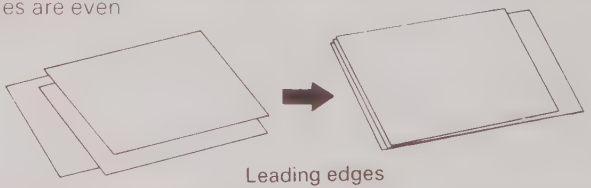
PREPARING FOR TRANSMISSION

To avoid document jams and incomplete transmissions, documents should be inserted properly into the feeder. Using such features as Copying, Resolution, Contrast and Halftone will ensure that documents are transmitted with clear, legible quality.

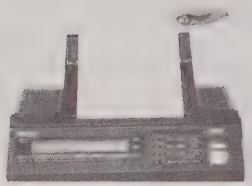
Inserting Documents



1 Loosen the documents two or three times if they are sticking, and ensure that leading edges are even

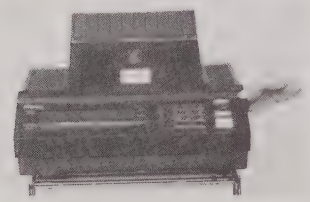


Leading edges



2. Insert the documents face down along the document guide in the automatic document feeder. The "Set Document" indicator goes out.

Note *A maximum of 30 pages can be inserted at one time for automatic feeding. For documents longer than 14.3 inches (364 mm), manual feeding is necessary. When two or more such documents are to be transmitted, insert the next document within 2 seconds after completing transmission of previous page while the "Set Document" indicator is on.*



3. Adjust the document guide to the width of the documents.

Copying

The copy feature allows you to check the legibility of a document before transmission. It produces a replica of what the copy will look like at the receiving station. You can adjust the resolution and contrast settings, as needed.

Note: With this feature, you can also use the FX-E1300 as a back-up copier.

PROCEDURE	DISPLAY	
1. Check to make sure that "Ready" and "Set Documents" appear in the right of the display. This indicates that the system is in a standby mode. (Time 10:00 is an example.)	READY	10:00
2. Place the document face down in the Automatic Document Feeder. The leading edge, top of the page, should go in first. If inserted properly, the "Set Document" indicator goes out.	PAGES: 00	KEYPAD/N
3. Press the **Copy** key to the right of the keypad. The FX-E1300 will scan and copy the document.	COPYING	
4. The system returns to standby. Check the copy for legibility and make necessary transmission adjustments.	READY	10:00

Resolution

You can increase the resolution when sending documents with fine print or detailed drawings.

Note: (1) Transmission speed will be slightly slower at the "Detail" setting, such as 28 sec. vs. 15 sec. for an 8 1/2 x 11" document with average text.
(2) Resolution mode automatically returns to "Standard" after transmission.

1. If necessary, press the **Shift** key to light the lower indicator to the right of the key. This allows you to select from the bottom row of features.

2. Press the **Memory Mode/Resolution** key.

   Either "Detail" or "Standard" is selected (boxed) each time the key is pressed.

   Detail: Select if the document has small print or fine details.
   Standard: Select for normal documents.

Contrast

The contrast control allows adjustment of the scanner to compensate for light or dark originals. The contrast control has three settings — "Light" for originals with light printing or writing that needs to be darkened, "Normal" for normal originals, and "Dark" for originals with dark or colored backgrounds.

Note: Contrast mode automatically returns to "Normal" after transmission.

1. If necessary, press the **Shift** key to light the lower indicator to the right of the key.

2. Press the **Send Later/Contrast** key.

   Either "Light", "Normal" or "Dark" is selected (boxed) each time the key is pressed.

   Light: Document written in pencil (e.g. 2H,H).
   Normal: Documents typed, or written with a ball-point or felt-tip pen.
   Dark: Document background is dark (e.g. newspaper).

Halftones

Select "Halftone" when sending photographs, illustrations, pictures and other documents containing shading. The FX-E1300 scans and transmits these type documents with 16 shading levels.

Note. (1) The Halftone mode is automatically released after transmission.
(2) It is recommended to also select the Fine Detail resolution setting when using the Halftone mode.

1. Press the **Shift** key, if necessary, to light the lower indicator.

2. Press the **Transfer/Halftone** key to select the Halftone mode.

   Boxed "Halftone" appears above the key on the display.

3. To release Halftone before transmission, press the **Transfer/Halftone** key again.

SENDING DOCUMENTS

You can send documents by either using the keypad of the FX-E1300 for dialing or by using the telephone for dialing which is connected to the FX-E1300.

Using The Keypad For Dialing

This method should be followed to transmit documents to **one** remote station, using the FX-E1300 keypad for dialing. You can quickly "dial" a telephone number using its quick dial code that has been stored in memory. Check posted TELEPHONE LIST for quick coded telephone numbers. Or you can enter the full telephone number from the keypad. To print-out the TELEPHONE LIST, see p. 91.

Note: Only one number can be entered. This can be a quick dial code (one or two-digit) or a full telephone number (up to 32 digits).

PROCEDURE	DISPLAY	
1. Make sure that "Ready" and "Set Documents" appear in the display.	READY	10:00
2. Place the documents (up to 30 pages) in the feeder.	PAGES:00	KEYPAD/N
The "Ready" and "Set Documents" indicators go out.		
3. Select the necessary **Resolution, Contrast** and **Halftone** modes.		

Note: If batch page numbering was not selected by the system manager, the readout will not appear as indicated. Go to step 6. If department code tracking was not selected, go to step 8.

PROCEDURE	DISPLAY	
4. From the keypad, enter the total number of pages to be sent. Example: 2	PAGES:02	Y/N
5. Press the **Yes** key if correct.	DEPT CODE:0000	KPAD/N
If not, press the **No** key and return to step 4.		
Note: If department code tracking was not selected by the system manager, the readout will not appear as indicated. Go to step 8.		
6. Enter your four-digit department code. Example: 1234	DEPT CODE: 1234	Y/N
7. Press the **Yes** key if correct.	QUICK# —	KEYPAD
If not correct, press the **No** key and return to step 6.		

PROCEDURE	DISPLAY	
8. You can use either a quick dial code or full telephone number.		
Quick Dial Code:		
a) Press the **Quick Dial** key if indicator is not lit.	QUICK# —	KEYPAD
b) Enter a quick dial code. Example: 19	QUICK#19	KPAD/START
c) Press the **Start** key if correct. Telephone number of code appears in display. Example: 4015559200 for code 19 If error made, press the **No** key and return to step b.	4015559200	
Telephone Number:		
a) Press the **Tel** key if indicator is not lit.	DIAL	KEYPAD
b) Enter a full telephone number. Example: 3035552900	3035552900	KPAD/START
c) Press the **Start** key if correct. Telephone number appears in display. Example: 3035552900 If error made, press the **No** key and return to step b.	2015551212 3035552900	
"Transmit" appears in the display until the transmission is completed.		

Note. 1) If "Redial Stand-by" appears in the display, the system will automatically redial the number after five minutes. Three attempts will be made before the unit "asks" you for another telephone number.
2) If the "Line Fail" indicator appears, refer to p. 101.
3) If an ERROR REPORT is printed, refer to p. 97.

Using The Telephone For Dialing

The telephone connected to the FX-E1300 can be used for dialing. Follow these simple steps:

Note: You must dial the full telephone number when using a phone. Quick dial codes will not be accepted.

1. Make sure the system is in standby: "Ready" and "Set Documents" appear in the display.
2. Select the appropriate **Resolution, Contrast** and **Halftone** modes.
3. Place the documents in the Automatic Document Feeder.
4. Pick up the handset and dial the phone number of the remote location.
5. When you hear a high-pitched tone, press the **Start** key.
6. Replace the handset when the "Transmit" indicator appears in the display.
7. The system automatically returns to standby after transmission.

RECEIVING COPIES

The FX-E1300 will either receive copies automatically or manually (with operator assistance) depending upon the setting of the FAX/TEL function.

Automatic Reception

The FX-E1300 will automatically receive documents (unattended) if the following are set:

- Power Switch is ON.
- The "FAX" indicator appears in the display. (Refer to p. 44 for FAX/TEL change.)

Manual Reception

If voice coordination is desired before reception or if the same line is to be used for both phone conversations and fax transactions, check for the following:

- Power Switch is ON.
- The "TEL" indicator appears in the display. (Refer to p. 44 for FAX/TEL change.)
- The telephone is connected to the FX-E1300.

To receive documents manually:

1. Lift handset when phone rings. Begin speaking to determine if the caller wishes to send a fax transmission.
2. Press the **Start** key when requested by the caller.
3. When the "Receive" indicator appears, hang-up.

When The Operator Call Tone Sounds

When the operator call tone sounds during or after receiving documents, the sending operator is requesting Voice Request. Refer to "Voice Request", p. 65.

SPECIAL APPLICATIONS

This section covers the advanced features of the FX-E1300. You will learn how to complete the following applications:

- **VOICE REQUEST:** With the telephone connected to the FX-E1300, you can speak to the remote sender/receiver before, during or after a fax transaction on the same call, thereby reducing your line charges.

- **SEND-LATER TRANSMISSION:** A batch of documents can be sent to one location during off-peak hours or after-hours when telephone rates are lower.

- **POLLING:** With simple polling, the FX-E1300 will "pick-up" your fax mail at one or more locations immediately or at a designated later time. With turnaround polling, the FX-E1300 will "pick-up" your fax mail at a remote station after sending them a document. By doing so on one call, line charges are reduced.

- **TRANSFER BROADCAST:** If you have a batch of documents to send to a number of locations, this feature allows you to transfer the documents along with mailing instructions to a remote center machine. The remote center machine will broadcast the documents for you, reducing your line charges and user involvement. Larger savings can be realized if the center machine is in closer proximity to the end receivers. In this instance, the transmissions will be charged at the center machine's local rates versus your long distance rates.
  (For details, please contact us at local distributor in your area.)

- **CONFIDENTIAL TRANSMISSION:** This feature allows you to transmit confidential documents directly into the memory of a master facsimile machine where the information is protected by a security code. Only those authorized personnel with the correct "password" at the remote location will be able to print-out copies of the confidential documents.
  (For details, please contact us at local distributor in your area.)

VOICE REQUEST

To use this feature, both locations must have a telephone connected to their fax units and must have voice request capability. Voice request can be conducted in five manners. (1) Speaking with the receiving operator before sending a transmission. (2) Speaking with the receiving operator during a transmission; (3) Speaking with the receiving operator after completing a transmission. (4) Speaking with the sending operator during document reception. (5) Speaking with the sending operator after document reception. To identify the remote terminal, refer to the Remote Terminal Identification (RTI) display read-out.

To Speak With the Receiving Operator Before Sending A Transmission:

1. Place your document face down into the Automatic Document Feeder. Select the appropriate Contrast, Resolution and Halftone settings.
2. Make sure the lower Shift indicator is lit. If not, press the **Shift** key. Press the **Confidential/Voice Request** key. The boxed "Voice Request" indicator appears in the display.
3. Using the telephone, dial the remote fax machine.
4. You will hear a series of tones. Remain on the phone until the operator of the remote unit comes on the line.

Note: In the remote operator does not answer within 45 seconds, their machine will disconnect the telephone call.

5. When your conversation is finished, request that the remote operator press their **Start** key.
6. When you hear the high-pitched tone, press your **Start** key.
7. Hang up the handset when the "Transmit" indicator appears.

To Speak With the Receiving Operator During Transmission:

1. Transmission is in progress. The "Transmit" indicator appears in the display.
2. Make sure the lower Shift indicator is lit. If not, press the **Shift** key. Press the **Confidential/Voice Request** key. The boxed "Voice Request" indicator appears above the key in the display.

3. Press the **Stop** key.
4. Once the page in the scanner is transmitted, a call tone sounds on the receiving unit.
5. After the remote operator picks up their handset and presses their **Stop** key, a call tone sounds on your unit.

Note: If the receiving operator fails to answer the call, the call tone will not sound on your unit. Your unit will automatically resume transmission. A voice request is automatically made again when your transmission is completed. (See next procedure, step 3.)

6. Pick up your handset and press the **Stop** key. Begin conversation.
7. When ready to send another document, ask the remote operator to press their **Start** key.
8. When you hear the answer-back (high-pitched) tone, press your **Start** key.
9. Replace the handset once the "Transmit" indicator appears in the display.

To Speak With The Receiving Operator After Completing A Transmission:

1. Transmission is in progress. "Transmit" indicator appears in the display.
2. Make sure the lower Shift indicator is lit. If not, press the **Shift** key. Press the **Confidential/Voice Request** key. The boxed "Voice Request" indicator appears above the key in the display.
3. Once the document(s) has been transmitted, a call tone sounds on the receiving unit.
4. After the receiving operator picks-up their handset and presses their **Stop** key, a call tone sounds on your unit.

Note: If the receiving operator fails to answer the call, the call tone will not sound on your unit.

5. Pick-up your handset and press the **Stop** key. Begin conversation.
6. Replace the handset after completing conversation.

To Speak With The Sending Operator During Document Reception:

1. Reception is in progress. "Receive" indicator appears in the display.
2. Make sure the lower Shift indicator is lit. If not, press the **Shift** key. Press the **Confidential/Voici Request** key. The boxed "Voice Request" indicator appears in the display.
3. Press **Stop** key.
4. Once the current page is received, a call tone sounds on the sending unit.
5. After the sending operator picks-up their handset and presses their **Stop** key, a call tone sounds on your unit.

Note: If the sending operator fails to answer the call, the call tone will not sound on your unit. Do not lift your handset. Your unit will resume receiving. A voice request is automatically made again when reception is completed. (See next procedure, step 3.)

6. Pick-up your handset and press the **Stop** key. Begin conversation.
7. When ready to resume reception, press your **Start** key.
8. When the sending operator hears the high-pitched tone, and presses their **Start** key, reception will continue.
9. Replace the handset once the "Receive" indicator appears in the display.

To Speak With The Sending Operator After Document Reception:

1. Reception is in progress. "Receive" indicator appears in the display.
2. Make sure the lower Shift indicator is lit. If not, press the **Shift** key. Press the **Confidential/Voice Request** key. The boxed "Voice Request" indicator appears above the key in the display.
3. Once the copy(ies) have been received, a call tone sounds on the sending unit.

4. After the sending operator picks-up their handset and presses their **Stop** key, a call tone sounds on your unit.

Note: If the sending operator fails to call, the call tone will not sound on your unit.

5. Pick-up your handset and press the **Stop** key. Begin conversation.
6. Replace the handset after completing conversation.

SEND-LATER TRANSMISSION

With this feature, the FX-E1300 will automatically send a page or a batch of up to 30 pages to one location at a designated later time.

Note: (1) Only one remote location can be selected. This can be either a quick dial code or a telephone number.
(2) If an ERROR REPORT is printed after transmission, check and retransmit failed pages. (See Error Report, p. 103.)
*(3) To cancel a Send Later, press the **Send Later/Contrast** key again, or remove the pages from the Automatic Document Feeder.*

PROCEDURE	DISPLAY	
	READY	10:00
1. Insert the documents into automatic feeder. Select the necessary Contrast, Resolution and Halftones modes.	PAGES:00	KEYPAD/N
2. Make sure the upper Shift indicator is lit. If not, press the **Shift** key.		
3. Press the **Send Later/Contrast** key. The boxed "Send Later" indicator appears above the key in the display.		
Note: If batch page numbering was not selected by the system manager, the display will not appear as indicated. Go to step 6. If department code tracking was also not selected, go to step 8.		
4. Enter the number of pages to be sent. Example: 2	PAGES: 02	Y/N

PROCEDURE	DISPLAY	
5. Press the **Yes** key if correct. If not, press the **No** key and return to step 4.	DEPT CODE: 0000	KPAD/N
Note: If department code tracking was not selected by the system manager, the display will not appear as indicated. Go to step 8.		
6. Enter your department code. Example: 1234	DEPT CODE: 1234	Y/N
7. Press the **Yes** key if correct. If not, press the **No** key and return to step 6.	TIME: 10:00	KEYPAD/Y
8. Enter the time (four digits) that you want the transmission to start. Example: 9:30 am (enter 0930)	TIME: 09:30	KEYPAD/Y
9. Press the **Yes** key if correct. if not, return to step 8.	QUICK# —	KEYPAD
10. Enter the number of the remote location. Either a quick dial code or full telephone number can be used.		
Quick Dial Code: a) Press the **Quick Dial** key if indicator is not lit. b) Enter the quick dial code. Example: 1	QUICK# — QUICK#1	KEYPAD KPAD/START

PROCEDURE	DISPLAY	
c) Press the **Start** key if correct. If not, press the **No** key and return to step b). The display indicates the time at which automatic transmission will start (example shown).	(09:30) XMIT STANDBY	
Telephone Number: a) Press the **Tel** key.	DIAL	KEYPAD
b) Enter the telephone number. (up to 32 digits) Example: 2015551212	2015551212	KPAD/START
c) Press the **Start** key if correct. If not, press **No** key and return to step b). The display indicates the time at which automatic transmission will start (example shown).	(09:30) XMIT STANDBY	

POLLING

The Polling feature allows you to call a remote station and "ask" it to send any documents to you that are in its automatic feeder — like an electronic mailbox. Remote stations can also poll your unit for documents if it is set on polling standby.

There are two basic types of polling operations: (1) simple polling - when you set your unit to poll one or more locations immediately or at a later time, and (2) turnaround polling - when you poll a remote location after completing a transmission to the same unit. Polling operations can be either secured, allowing only authorized locations to poll your unit, or unsecured (free).

Simple Polling Reception

Follow these procedures to poll up to 80 different remote locations immediately or at a designated later time. You can use quick dial codes, full telephone numbers or programmed groups for polling.

Note: (1) For polling to occur, the following must exist:

- *The remote location to be polled has polling capability.*
- *The remote location is set on polling standby and has documents in its automatic feeder. (Coordinate polling operation first with remote location.)*
- *The polling codes of your unit and the remote unit match **if** the remote unit to be polled is on **secured** polling standby. (See "Polling ID Code", p. 40, for adjustment.) If the remote unit is on **free** polling standby, polling codes need not match.*

(2) Normal reception may occur when your unit is in a polling-later mode.

(3) After completing your polling instructions, a POLLING FILE LIST will automatically be printed for your reference. See "Polling File List", p. 88 for details.

(4) To poll another set of remote locations or the same set, at a different time, repeat the procedure. The new set of polling instructions will appear under the next available file number in the POLLING FILE LIST.

(5) After a set of polling instructions is carried out by the FX-E1300, its file is autromatically cleared.

(6) Up to 80 different stations can be polled, using quick dial codes, group numbers and up to 10 full telephone numbers. With station duplication, up to 100 polling operations can be set. This limit includes the total number of stations in all polling files set in memory. To determine which stations are already set in memory and their polling times, print out the POLLING FILE LIST. See p. 88 for instructions. To clear a polling file, see p. 74.

*CAUTION: Selecting *0 as a group number will cause the unit to call all telephone numbers listed in all groups.*

*(7) To cancel Polling, press the **G1 Mode/Polling** key.*

PROCEDURE	DISPLAY	
	READY	10:00
1. Make sure the lower Shift indicator is lit. If not, press the **Shift** key.		
2. Press the **G1 Mode/Polling** key. The boxed "Polling" indicator appears in the display.	PROGRAM POLLING?	Y/N
3. Press the **Yes** key.	DEPT CODE: 0000	KPAD/N
Note: If department code tracking was not selected by the system manager, the display will not appear as indicated. Go to step 6.		
4. Enter your department code. Example: 1234	DEPT CODE: 1234	Y/N
5. Press the **Yes** key if correct. If not, press the **No** key and return to step 4.	POLL LATER?	Y/N

PROCEDURE	DISPLAY	
6. Select either Immediate or Delayed Polling: (a) If immediate, press the **No** key and go to step 9.	QUICK# —	*/KEYPAD
(b) If delayed, press the **Yes** key.	TIME: 10:00	KEYPAD/N
7. Enter the designated time (four digits) for polling to begin. Example: 10:30 am	TIME: 10:30	KEYPAD/Y
8. Press the **Yes** key if correct. If not, return to step 7.		
9. Enter the numbers of the remote locations to be polled.		
Quick Dial Codes: a) Press the **Quick Dial** key if the indicator is not lit.	QUICK# —	*/KEYPAD
b) Enter a quick dial code. Example: 1	QUICK#1	KEYPAD/Y
c) Press the **Yes** key if correct. If error made with first number for immediate polling, press the **No** key and return to step 2. Otherwise, if error made, press the **No** key and return to step b). Either return to step b) to enter another quick dial code, to "Telephone Numbers" or to "Group Numbers". If all locations are designated go to step 10.	START/*/KEYPAD	

PROCEDURE	DISPLAY	
Telephone Numbers:		
a) Press the **Tel** key if indicator is not lit.	DIAL	KEYPAD
b) Enter the telephone number. Example: 2015551212	2015551212	KEYPAD/Y
c) Press the **Yes** key if correct. If error made with first number for immediate polling, press the **No** key and return to step 2. Otherwise If error made, press the **No** key and return to step b).	START/*/KEYPAD	
d) Either return to step b) to enter another telephone number, go to "Quick Dial Codes" or to "Group Numbers." If all locations are disignated, go to step 10.		
Group Numbers:		
a) Make certain **Quick Dial** key is lit.		
b) Press the * key.	**	KEYPAD
c) Enter a group number. Example: 6	**6	Y/N
d) Press the **Yes** key if correct. If error made with first number for immediate polling, press the **No** key and return to step 2. Otherwise, if error made, press the **No** key and return to step b).	START/*/KEYPAD	

PROCEDURE	DISPLAY	
e) Either return to step b) to enter another group number, go to "Quick Dial Codes" or to "Telephone Numbers." If all locations are designated, go to step 10.		
10. Press the **Start** key once all locations are designated. A POLLING FILE LIST is printed. The list indicates your designated time, remote locations and the file number assigned to your polling instructions. See POLLING FILE LIST, p. 88, for details. Keep list as reference.	POLL LIST PRINTING.	
11. Polling is now set. Either:		
a) Polling will begin at the designated later time. System returns to normal.	READY	10:00
or		
b) Polling begins immediately. The "Receive" indicator appears in the display.		
12. Your polling file will be cleared once polling takes place.		

Polling Standby

This procedure prepares the FX-E1300 so that a remote location can poll your unit for documents placed in your unit's Automatic Feeder.

Note: (1) Normal reception may occur when your unit is in the polling standby mode.
*(2) To cancel Polling Standby, remove documents from feeder or press the **G1 Mode/Polling** key*

PROCEDURE	DISPLAY	
	READY	10:00
1. Place the documents in the feeder. Select the necessary Contrast, Resolution and Halftone modes.	PAGES: 00	KEYPAD/N
2. Make sure the Lower Shift indicator is lit. If not, press the **Shift** key.		
3. Press **G1 Mode/Polling** key. The boxed "Polling" indicator appears in the display.		
Note: If batch page numbering was not selected by the system manager, the display will not appear as indicated. Go to step 6. If department code tracking was also not selected, go to step 8.		
4. Enter the total number of pages in your batch. Example: 2	PAGES: 02	Y/N
5. Press the **Yes** key if correct. If not, press the **No** key and return to step 4.	DEPT CODE: 0000	KPAD/N

PROCEDURE	DISPLAY	
Note: If department code tracking was not selected by the system manager, the display will not appear as indicated. Go to step 8.		
6. Enter your department code. Example: 1234	DEPT CODE: 1234	Y/N
7. Press the **Yes** key if correct. If not, press the **No** key and return to step 6.	CHECK ID CODE?	Y/N
8. Select either secured polling or free polling: a) For secured polling, press the **Yes** key. A remote location will not be able to poll your unit unless ID codes of both systems match. b) For free polling, press the **No** key. ID codes are not checked. The boxed "F Polling" indicator appears in the display above the **G1 Mode/Polling** key.	POLLING STAND-BY	

Clearing a Polling File

You can clear a polling file before polling takes place. Check the correct number of the polling file against the POLLING FILE LIST (see p. 88). To print-out the POLLING FILE LIST, see p. 89.

PROCEDURE	DISPLAY	
	READY	10:00
1. Press the **Function** key.	SELECT MODE: □ □	KPAD
2. Enter the number **26** from the keypad.	CLEAR POLL FILE?	Y/N
3. Press the **Yes** key if correct. If not, press the **Function** key and return to step 1.	FILE NO. □	KEYPAD/N
4. Enter the file number to be cleared. Example: 1	FILE NO. 1	N/C
5. Press the **Clear** key if the file number is correct. If not, press the **No** key and return to step 4.	POLL LIST PRINTING	
6. The POLLING FILE LIST is automatically printed. The list will not include the cleared file. The system returns to standby.	READY	10:00

Turnaround Polling

With this feature, the FX-E1300 automatically polls a remote location for documents ("picks-up your mail") after sending that same location a batch. By doing so on one call, you can cut line charges and user involvement.

1. Either:
   (a) Perform a normal transmission, if polling is already coordinated with the remote location. (See "Sending Documents", p. 56.)
   (b) See "Speaking With The Receiving Operator Before Sending A Transmission", p. 63, if polling is not yet coordinated.

2. During your transmission to the remote location, make sure that the lower Shift indicator is lit. If not, press the **Shift** key.

3. Press the **G1 Mode/Polling** key. The boxed "Polling" indicator appears above the key in the display.

4. When your transmission is completed, the remote location is automatically polled. If the remote location is properly set-up for being polled, the "Receive" indicator appears in your display and reception occurs. If there are no pages in the document feeder of the remote unit, the call will automatically disconnect.

TRANSFER BROADCASTING

With this feature, you can transfer a batch of document to a center machine in a remote location, along with "mailing instructions" (telephone numbers of all end-receiving remote locations). That system then broadcasts the batch for you to the end-receiving locations. Using this feature can help reduce operator involvement and line rates from long-distance charges.

A corporate office, for example, might need to send a report to a number of local offices located on the opposite coast. Instead of sending to each office individually and paying for numerous long-distance phone calls, the report is sent once by your unit to a branch office on that coast having an center machine. The branch office then broadcasts the report to all local offices, saving the long-distance charges.

Once broadcasting is completed, the broadcasting unit automatically sends back a TRANSFER RESULT REPORT to your unit (see p. 94). Check the report and retransmit, either directly or through another transfer broadcast, any pages indicated as not being sent to an end location.

Note: (1) The ID code of your unit and the broadcasting unit must match, or the transfer cannot take place (see "Identification Code," p. 40).

(2) A transfer transmission must be made to a center machine.

(3) Up to 30 locations can be assigned for broadcasting, using quick dial codes, group numbers and up to 10 full telephone numbers.

(4) The local station number (usually your unit's telephone number) must be programmed or the transfer transmission cannot take place. This number is used by the broadcasting station to send back the TRANSFER RESULT REPORT (see "Local Station Number", p. 42).

PROCEDURE	DISPLAY	
	READY	10:00
1. Place the documents into the Automatic Document Feeder. Select the necessary Contrast, Resolution and Halftone modes.	PAGES: 00	KEYPAD/N
2. Make sure the upper Shift indicator is lit. If not, press the **Shift** key.		
3. Press the **Transfer/Halftone** key. The "Transfer" indicator appears above the key in the display (if ID code and local station number have been set).		
Note: If batch page numbering was not selected by the system manager, the display will not appear as indicated. Go to step 6. If department code tracking was also not selected, go to step 8.		
4. Enter the number of pages in the batch. Example: 5	PAGES: 05	Y/N
5. Press the **Yes** key if correct. If not, press the **No** key and return to step 4.	DEPT CODE: 0000	KPAD/N
Note: If department code tracking was not selected by the system manager, the display will not appear as indicated. Go to step 8.		
6. Enter your department code. Example: 1234	DEPT CODE: 1234	Y/N

PROCEDURE	DISPLAY	
7. Press the **Yes** key if correct. If not, press the **No** key and return to step 6.	DIAL SAF	KEYPAD
8. Enter the telephone number of the broadcasting station. This can be either a Quick Dial Code or a full telephone number.		
Quick Dial Code: a) Press the **Quick Dial** key if indicator is not lit.		
b) Enter a quick dial code. Example: 1	QUICK#1	KPAD/N
c) Press the **Yes** key if correct. If not, press the **No** key and return to step b).	QUICK# —	*/KEYPAD
Telephone Number: a) Press the **Tel** key.	DIAL	LETTER/KEYPAD
b) Enter full telephone number. Example: 3145551212	3145551212	KPAD/Y
c) Press the **Yes** key if correct. If not, press the **No** key and return to step b).	DIAL	KEYPAD

PROCEDURE	DISPLAY	
9. Enter the number(s) of the remote location(s). Quick dial codes, full telephone numbers and/or group numbers can be used, up to a total of 30 locations.		
Quick Dial Codes: a) Press the **Quick Dial** key if indicator is not lit.	QUICK# —	*/KEYPAD
b) Enter the quick dial code. Example: 2	QUICK#2	KEYPAD/Y
c) Press the **Yes** key if correct. If not, press the **No** key and return to step b).	START/*/KEYPAD	
d) Either return to step b) to enter another quick dial code, go to "Telephone Numbers" or to "Group Numbers". If all locations have been designated, go to step 10.		
Telephone Numbers: a) Press the **Tel** key if indicator is not lit.	DIAL	KEYPAD
b) Enter the full telephone number. Example: 4055557885	4055557885	KPAD/Y
c) Press the **Yes** key if correct. If not, press the **No** key and return to step b).	START/*/KEYPAD	
d) Either return to step b) to enter another full telephone nember, go to "Quick Dial Codes" or to "Group Numbers". If all locations have been designated, go to step 10.		

PROCEDURE	DISPLAY	
Group Numbers:		
*CAUTION: Entering *0 as the group number will cause the broadcasting unit to transmit the material to all the telephone numbers listed in all groups.*		
a) Press the **Quick Dial** key if indicator is not lit.	QUICK# —	*/KEYPAD
b) Press the * key.	**—	KEYPAD
c) Enter the group number. Example: 6	**6	Y/N
d) Press the **Yes** key if correct. If not, press the **No** key and return to step b).	START/*/KEYPAD	
e) Either return to step b) to enter another group number, go to "Quick Dial Codes" or to "Telephone Numbers". If all locations have been designated, go to step 10.		
10. Press the **Start** key. The full telephone number of the broadcasting station appears on the display. Example: 2035551234 for code 1	2035551234	
11. Transmission begins. The "Transmit" indicator appears in the display.		
12. The system returns to standby once transmission is completed.	READY	10:00
13. TRANSMIT RESULT REPORT is sent by the broadcasting station once broadcasting is completed.		

SENDING CONFIDENTIAL DOCUMENTS

Confidential documents can be sent directly into the memory of a remote unit with confidential reception capability. At the remote unit, the documents are protected from being printed until the correct password is entered.

Note: (1) Confidential transmission is available only if the remote terminal has memory and confidential reception capability. (Send to an master facsimile machine).

(2) Confidential transmission occurs only if there is memory space available in the remote unit. If not, the remote unit will disconnect the line.

PROCEDURE	DISPLAY	
	READY	10:00
1. Insert the confidential documents into the Automatic Document Feeder.	PAGES: 00	KEYPAD/N
2. Make sure the upper Shift indicator is lit. If not, press the **Shift** key.		
3. Press the **Confidential/Voice Request** key. The boxed "Confidential" indicator appears above the key in the display.		
Note: If batch page numbering was not selected by the system manager, the display will not appear as indicated. Go to step 6. If department code tracking was also not selected, go to step 8.		
4. Enter the number of pages in the batch. Example: 5	PAGES: 05	Y/N
5. Press the **Yes** key if correct. If not, press the **No** key and return to step 4.	DEPT CODE: 0000	KPAD/N
Note: If department code tracking was not selected by the system manager, the display will not appear as indicated. Go to step 8.		

PROCEDURE	DISPLAY	
6. Enter your department code. Example: 1234	DEPT CODE: 1234	Y/N
7. Press the **Yes** key if correct. If not, press the **No** key and return to step 6.	QUICK# —	KEYPAD
8. Enter the telephone number of the receiving unit. This can be either a Quick Dial Code or a full telephone number.		
Quick Dial Code: a) Press the **Quick Dial** key if indicator is not lit.	QUICK# —	KEYPAD
b) Enter a quick dial code. Example: 1	QUICK#1	KPAD/START
c) Press the **Start** key if correct. If not, press the **No** key and return to step b). The "Transmit" indicator appears in the display.		
Telephone Number: a) Press the **Tel** key.	DIAL	KEYPAD
b) Enter the full telephone number. Example: 4055551212	4055551212	KPAD/START
c) Press the **Start** key if correct. If not, press the **No** key and return to step b). The "Transmit" indicator appears in the display.		
9. The system returns to standby once transmission is completed.	READY	10:00

REPORTS, LISTS AND MONITORS

OVERVIEW

Many types of reports, lists and monitors are available to help you use the FX-E1300 easily and efficiently. There are lists to verify telephone numbers available for autodialing, and polling and transmission instructions stored in memory. Reports are available to track system usage, and provide troubleshooting and service information.

The following reports and lists are printed automatically.

- ERROR REPORT
- POLLING FILE LIST
- TRANSACTION CONFIRMATION REPORT
- TRANSFER RESULT REPORT

The following reports, lists and monitors must be printed (requested) manually:

- ERROR MONITOR
- SERVICE REPORT
- TELEPHONE LIST
- TRANSMIT/RECEIVE COUNTER

The following reports and lists, indicated previously as automatic, can also be printed manually (on demand):

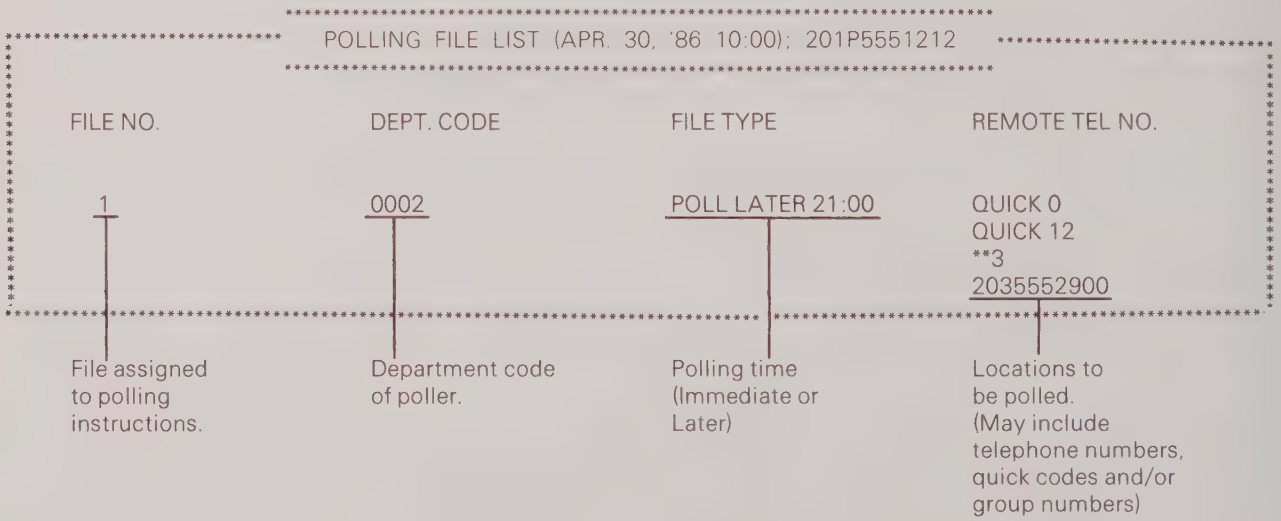
- POLLING FILE LIST
- TRANSACTION CONFIRMATION REPORT

USAGE REPOERS, CONFIRMATION AND CHECKING

Polling File List

This report prints-out automatically once a polling file is created, indicating the designated times and locations that have been preset for polling. It can also be printd-out manually, as needed.

Sample Printout:



Printing The Telephone List

The Telephone List should be printed and posted whenever a change is made. See "Speed Dialing and Group Lists," p. 21, for storing, removing, and group assigning.

Note: (1) Group "0" is automatically prepared by the system as a combination of groups 1 thru 7.
(2) The local station number should appear at the top of the list, which is required for transfer broadcast. If not, see "Local Station Number," p. 42, to program number. Reprint TELEPHONE LIST afterwards

PROCEDURE	DISPLAY	
	READY	10:00
1. Press the **Function** key.	SELECT MODE:□ □	KPAD
2. Enter the number **31** from the keypad.	FOR TEL LIST	COPY/N
3. Press the **Copy** key if correct. If not, press the **Function** key and return to step 1.	TEL LIST PRINTING	
4. The list is printed-out. The unit returns to standby afterwards.	READY	10:00

Transaction Confirmation Report (TCR)

This management report provides data on every send and receive operation since the last automatic TCR print-out. It is printed automatically after 35 transactions or manually.

Sample Printout:

TCR (APR 30, '86 10:00), 201P5551212

DATE	START TIME	REMOTE TERMINAL IDENTIFICATION	MODE	TIME	TOTAL PAGES	RESULTS	DEPT CODE
MAY 12	10:00	NITSUKO NYC	G3ST	00'30"	001	E	1234
	11:30	NITSUKO DALLAS	G3DRMC	01'26"	003	OK	
	20:08	2045551212	G3STM	00'56"	002	OK	
					TX:12345	RX:12345	

Month, date and time that communication began.

Remote terminal ID.

ID from Rapicom models will be alphabetic characters and numbers (RTI). ID from other G3 models are shown in numbers only (CSI).

Communication mode.
R: Receive
T: Transmit
S: Standard Resolution
D: Detail Resolution
M: Memory
C: Confidential
$: Transfer
>: Document Reduction

Time spent for communication.

Number of pages in each communication.

Results of each communication. (OK or Error)

Department code of originator.

TX: Total number of transmitted pages.

RX: Total number of received pages.

Printing The Transaction Confirmation Report:

PROCEDURE	DISPLAY	
	READY	10:00
1. Press the **Function** key.	SELECT MODE:□ □	KPAD
2. Enter **30** from the keypad.	FOR TCR PRESS ,	COPY/N
3. Press the **Copy** key if correct. If not, press the **Function** key and return to step 1.	TCR PRINTING	
4. The report is printed. The system returns to standby after printing.	READY	10:00

Transfer Result Report

After a transfer transmission is completed, this report is automatically sent by the transfer location which broadcasted the batch. Listed is the full telephone number (s) of the end-receiving remote location (s) and whether or not the transmission was successful. Retransmit the indicated pages to the remote location (s) where a communication error condition occurred, either directly or through another transfer transmission. (For report to be printed, the local station number must be programmed, see p. 42).

Sample Printout:

TRANSFER RESULT REPORT 09. APRIL. '86 16:56

TRANSFER STATION 6155552134

REMOTE TERMINAL TEL. NUMBER	PAGES NOT TRANSMITTED	TOTAL PAGES	RESULTS
5559261		4	OK
6155551212		4	OK
3015559684	P. 01 – P. 04	4	ERROR

Full telephone number of end-receiving location.

Number of page (s) not transmitted.

Total number of pages in batch.

Successful or error condition indicator.

Full telephone number of broadcasting location.

Transmit/Receive Counter

This procedure displays the system counter which maintains an ongoing tally of the number of pages sent and received since installation of the unit.

Displaying The Counter:

PROCEDURE	DISPLAY	
	READY	10:00
1. Press the **Function** key.	SELECT MODE: □ □	KPAD
2. Enter **12** from the keypad.	CHECK COUNTERS?	Y/N
3. Press the **Yes** key if correct. The numbers of transmitted (TX) and received (RX) copies are displayed. Example: 235 transmitted, 1340 received. If incorrect, press the **Function** key and return to step 1.	TX: 00235 RX:01340	
4. Press the **Function** key after checking display. The system returns to standby.	READY	10:00

ERROR CONDITIONS AND SERVICE REPORTS

Error Code Monitor

Error codes are stored in memory and can be displayed, as necessary. They assist the service representative in troubleshooting the system. (For error (service) code explanations, see p. 116.)

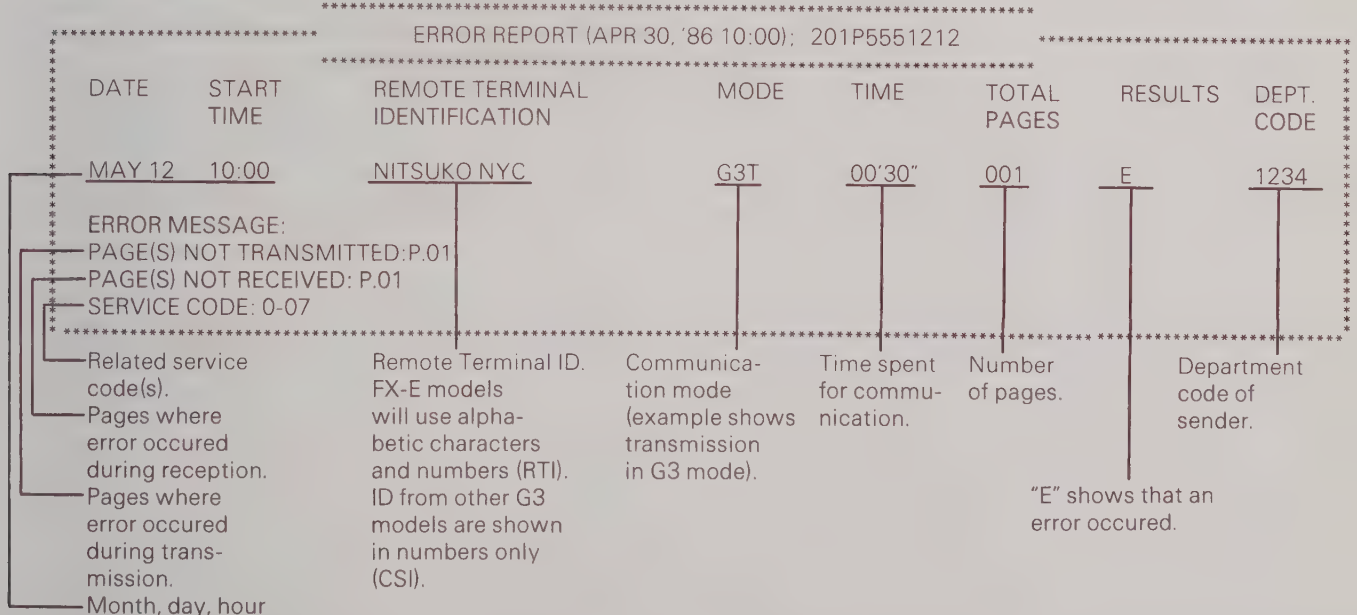
Displaying Error Codes:

PROCEDURE	DISPLAY	
	READY	10:00
1. Press the **Function** key.	SELECT MODE: □ □	KPAD
2. Enter **13** from the keypad.	DISPLAY ERRORS?	Y/N
3. Press the **Yes** key if correct. Example: If not, press the **Function** key and return to step 1.	CODE: 0-00, 0-02, 0-04	
4. Three sets of codes are displayed each time the # key is pressed.		
5. Press the **Function** key once all codes are displayed. The system returns to standby.	READY	10:00

Error Report

When a problem occurs during transmission or receptin, this report is automatically printed. Check the report and retransmit those pages that were not sent. For pages not received, contact the remote location and request a retransmission.

Sample Printout:

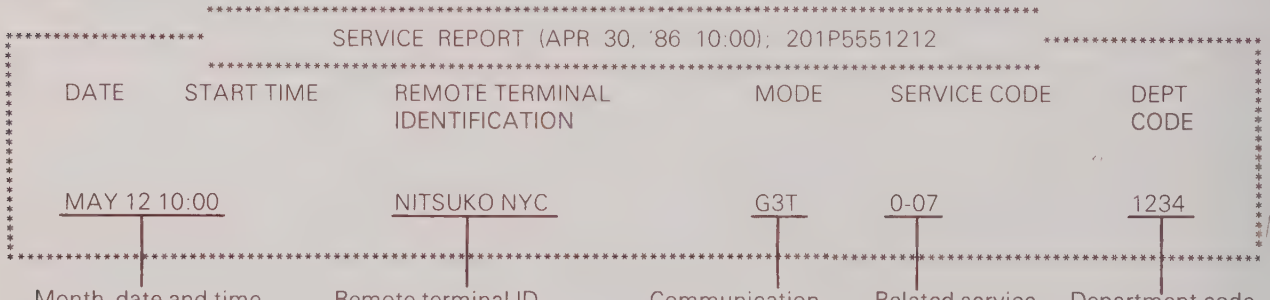


* *For explanation of the service codes, refer to page 117.*

Service Report

This report can be manually printed after a communication error condition occurs (an Error Report (s) is printed-out). The listed service codes pinpoint the problem area and aid the service representative in quick troubleshooting and repair if necessary. (See p. 116 for service code explanations.)

Sample Printout:



Month, date and time that communication began.

Remote terminal ID. ID from FX-E models will use alphabetic characters and numbers. ID from other G3 models are shown in numbers only.

Communication Mode.
R: Receive
T: Transmit
S: Standard Resolution
D: Detail Resolution
M: Memory
C: Confidential
$: Transfer

Related service code of communi-cation error.

Department code of originator.

Printing The Service Report:

PROCEDURE	DISPLAY	
	READY	10:00
1. Press the **Function** key.	SELECT MODE:□ □	KPAD
2. Enter **32** from the keypad.	SERVICE REPORT	CPY/N
3. Press the **Copy** key if correct. If not, press the **Function** key and return to step 1.	REPORT PRINTING	
4. The report is printed. The system returns to standby after printing.	READY	10:00

TROUBLESHOOTING AND MAINTENANCE

This section contains troubleshooting techniques, procedures for changing the paper roll and tips on daily care.

TROUBLESHOOTING

Under certain conditions, the following error messages may appear in the display above the keypad: (1) "Line Fail," (2) "Clear Original," (3) "Clear Copy," and (4) "Replace Roll." Refer to the appropriate procedure to correct the situation.

Line Fail

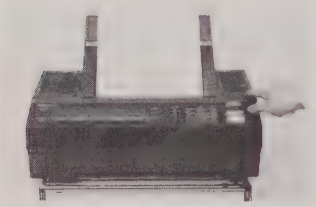
Indicates a faulty line connection or problems at the remote location.

1. An ERROR REPORT is printed (see p. 97.)
2. Press the **Stop** key to clear the display.
3. Check the ERROR REPORT and retransmit failed pages to the indicated remote location(s).

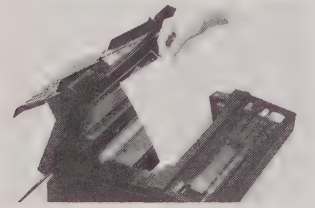
Clear Original

An original document did not feed properly from the Automatic Document Feeder (paper jam).

Note: Refer to "Document Guidelines", p 54. You may be trying to transmit unacceptable documents

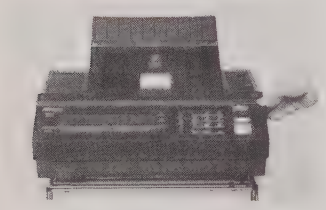


1 Press the front Release button located on the top right. The front panel opens.



2. Remove the misfed page. Take care not to damage or strain the rubber rollers or other parts.

3. Push the panel back into place.



Clear Copy

The copy paper jammed. Refer to "Clearing Copy Paper Jams," p. 103.

Replace Roll

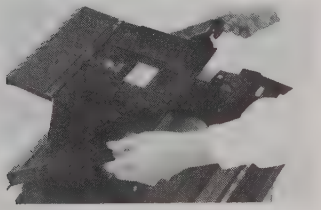
The copy paper has run out. Refer to "Replacing the Copy Roll," p. 105.

COPY PAPER HANDLING

Clearing Copy Paper Jams

When the copy paper jams, the "Clear Copy" indicator lights in the display.

1. Press the rear Release button located on the top right.



2. Open the upper cover approximately 90° to lock it in place. Make sure the cover is locked.

3. Pull-up leading edge of the paper and cut the wrinkled or torn part with scissors. Check that no pieces are left inside.

4. Reset the paper.
   Refer to "Replacing The Copy Roll," p. 105.

5. Close the upper cover by **raising it slightly** first to release the lock. Push it down gently until it is locked in place.

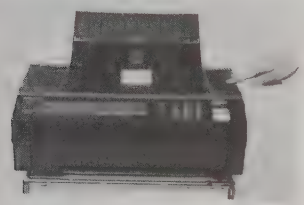
   One sheet should cycle into the copy tray. "Clear Copy" should disappear from the display.

A misfeed can occur for the following reasons:

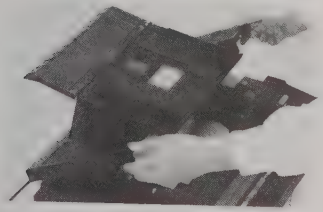
- The upper cover is not closed properly.
- The paper size is not correct.
- The system is not installed on a level surface.
- Condensation occurs in the system. (See "Cold Weather Start-Up," p. 112.)

Replacing the Copy Roll

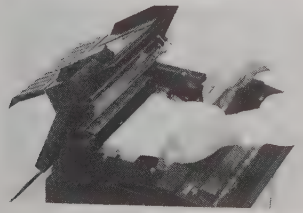
When copy paper runs out in the unit, the "Replace Roll" indicator lights in the display.



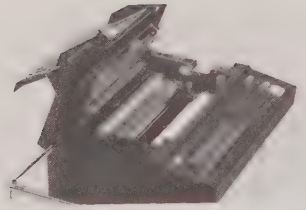
1. Press the rear Release button on the top right side.



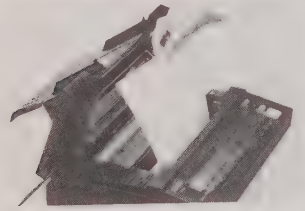
2. Open the cover approximately 90° to lock it in place. Make sure the cover is locked.



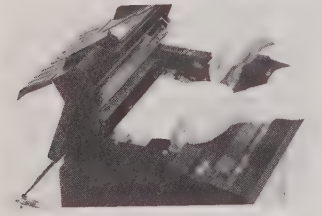
3. Remove the empty paper roll.



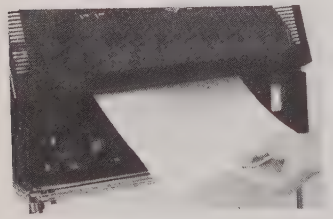
4 Insert a new roll of paper. Make sure it is inserted properly so that it will feed from the front.



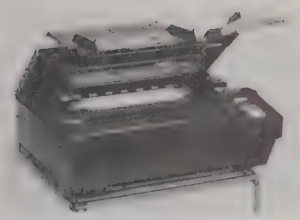
5. Pull out the leading edge of the paper about 12 inches (30cms).



6. Feed the paper between the two guide plates (top black bar and bottom chrome bar) with the right edge of the paper along the guide line until approximately 1" is visible at the rear of the machine.



7. Remove slack by pulling paper from rear of the machine.

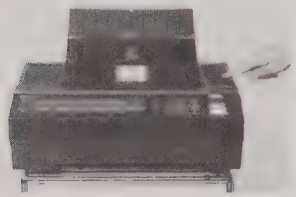


8 **Raise the upper cover slightly** first to release the lock. Push it down gently until it locks in place.

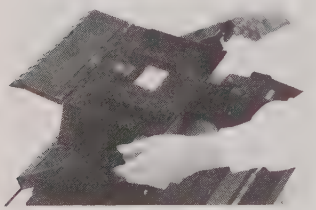
9 The paper automatically cycles and a copy ejected into the copy tray. If the paper is not cut, press the **Copy** key.

Changing the Copy Paper Roll Size

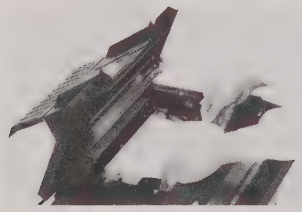
The FX-E1300 can hold either 8.5" (216mm) "A" width copy paper or 10.1" (256mm) "B" width copy paper. To switch from one width size to another, follow the procedure below.



1. Press the rear Release button on the top right side.

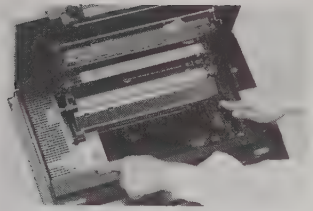


2. Open the cover approximately 90° to lock it in place. Make sure the cover is locked.



3. Lift out the existing paper roll from the machine.

From 8.5" (216mm) width to 10.1" (256mm) width copy paper:

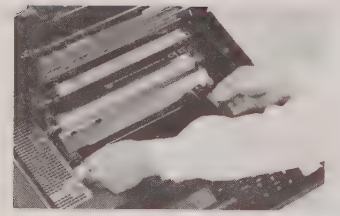


4. Loosen the two fixing screws inside machine on both sides.

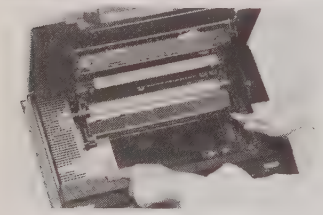
5. Remove th 8.5" (A size) guide plates.

6. Go to step 4 of "Replacing the Copy Roll," p. 105.

From 10.1" (256mm) width to 8.5" (216mm) width copy paper:



4 Insert the two 8.5" (A size) guide plates with correct orientation as shown by inserting the two tabs of each A size guide plate into the slots in the bottom of the machine.



5. Tighten the fixing screws.

6. Go to step 4 of "Replacing the Copy Roll," p. 105.

Copy Paper Type and Storage

FX-E thermal recording paper of the following types should be used:
FX-E recording paper
FX-E Paper A4: 8.5" (216mm) W x 328' (100m) L.
FX-E Paper B4: 10.1" (256mm) W x 328' (100m) L.

Note *All thermal papers are not the same, some thermal papers can cause jamming and/or damage to the printer mechanism. If it is determined that damage or jamming problems were caused by use of inferior paper, repair will not be covered under warranty agreements or service contracts.*

Thermal paper can be discolored by heat or chemicals. Take the following precautions in handling:

Copy (Recording) Paper Rolls:

- Store in a dry, cool and dark place. Avoid high temperature, humidity and direct sunlight.
- Prevent uneven pressure and heavy loads during storage.

Received Copies:

- Do not store in high temperatures, humidity or direct sunlight.
- Make a photocopy if the document is to be kept for a long time.
- If a copy gets wet, do not rub it. Wipe it by pressing gently with a soft cloth or tissue paper.
- Do not rub or scratch with hard materials.
- Do not use adhesives or writing materials containing alcohol, ether or other organic solvents.
- Avoid contact with films or adhesive tapes containing plasticizers.
- Avoid contact with diazo photosensitive paper.
- Do not make copies using a diazo copier with a mercury lamp.

DAILY CARE

Daily Checks

Perform the following checks every morning to make sure the system works properly:

(1) Check the Display
Check display for following lit indicators and perform the necessary procedure:
- "Clear Original" - see p. 102.
- "Clear Copy" - see p. 103.
- "Replace Roll" - see p. 105.

(2) Check the Image
Insert a test document and press the **Copy** key. Check copy for image quality.

Cleaning

Use a soft dry cloth to clean the unit. Do not use a cleaner.

Cold Weather Start-Up

Avoid raising the room temperature abruptly in cold weather or when the room temperature is low (below 40°F, 4°C).

1. Gradually raise the room temperature at a rate of less than 18°F (10°C) per hour.

2. Wait for 30 to 60 minutes at 68°F(20°C).

3. Turn on the power switch.

Note: Do not use the system near a humidifier.

Lightning precautions

To minimize the possiblility of lightning damage during thunderstorms, especially in lightning prone areas:

– Turn-off the power switch.
– Pull-out the power cord from the power socket:

MAIN SPECIFICATIONS

Type	Desktop transceiver
Line Facility	PSTN or equivalent
Line Interface	Built-in network control unit/data access arrangement. Connecting to RJ11C (voice) or RJ45S (data) jack.
Telephone Type	Built-in keypad and separate telephone
Communication System	Half-duplex
Connection Method	Direct Coupling
Transmission Speed	9600/7200/4800/2400 bps (automatic shiftdown)
Modulation System	QAM, phM, AM-PM-VSB
Compression Method	Modified Huffman, Modified Read and high speed EFC[1]
Protocol	CCITT T3C
Input Document Size	Width - 5.8" to 11.0" (147mm to 280mm) Length - 4.1" to 23.0" (104mm to 600mm), unlimited length available
Output Document Size	8.5" or 10.1" (216mm or 256mm) width x length of original
Reading system	Flat-bed scanning by solid image sensor (CCD)
Maximum Scanning Width	10.0" (256mm)
Image Reduction	10.1" to 8.5" (256mm to 216mm) width

Transmission Time[2]	Standard - 15 sec. @ 9600 bps. Fine Detail - 28 sec. @ 9600 bps.
Resolution	Horizontal - 204 lines/in. (8 lines/mm) Vertical - 97 lines/in. (3.85 lines/mm) @ standard 194 lines/in. (7.7 lines/mm) @ fine detail
Recording System	Thermal recording device
Maximum Printing Width	8.3" (210 mm) w/A4 paper 9.8" (250 mm) w/B4 paper
Paper Supply	Thermal roll, 8.5" or 10.1" x 328' (216 mm x 100 mm)
Paper Feed System	Roll-feed, post-system
Compatibility	CCITT Group 2 and 3, North American 6 min. FM standards.
Power Supply	AC 105 — 125V, 50/60 Hz AC 200 — 250V, 50/60 Hz
Power Consumption	Standby- 25W, transmission- 150W, reception- 150W, copy- 200W
Dimensions (without trays)	17.4" w x 13.2" l x 11.3" h (442 mm w x 298 mm l x 137 mm h)
Weight	28.7 lbs. (13.0 kg)

[1]Estimation Fillbit Control (Nitsuko's proprietary high-speed compression technique.)

[1]Based on 8.5" x 11" document with average density text.

SERVICE CODE TABLE

CODE	EXPLANATION
G3 Transmission	
0-00	No tones from remote machine detected.
0-01	Remote machine requested a disconnect.
0-03	Remote machine has incompatible modem.
0-04	Remote macihne response not detected during modem training.
0-05	Modem training still unsuccessful after shift down to 2400 bps.
0-06	Remote machine failed to "handshake" in proper sequence.
0-07	Remote machine did not acknowledge receipt of a page.
0-08	Remote machine responded with indication that a page was received with errors.
0-15	Remote machine cannot accept a confidential document.
0-16	Remote machine did not respond properly after modem training in confidential mode.

CODE	EXPLANATION
G3 Reception	
0-20	No page information was sent to this machine within 6 seconds of modem retraining.
0-21	End-of-line signal not received from remote machine in correct timing sequence.
0-22	Signal from remote machine was interrupted for 0.2 seconds or more.
0-23	Excessive line errors occurred during reception.
G2 Transmission	
0-50	Remote machine did not respond with proper "handshake" sequence
0-51	Remote machine did not drop confirmation tone in proper time sequence.
G2 Reception	
0-61	Image information was not sent from remote machine within proper time frame.
0-62	Phasing between this unit and remote machine failed.

CODE	EXPLANATION
0-64	Remote machine did not send end-of-message signal within 3 seconds at the end of a page.
0-65	Remote machine continued to send end-of-message signal for more than 5 seconds.
Document Problems	
1-00	Original document jam occurred.
1-01	Maximum document length exceeded (original is too long).
1-17	Document jammed after it was transmitted.
Paper Problems	
1-20	Paper jam occurred during rception.
1-21	Paper jam occurred after printing.
1-23	Paper jam occurred in cutter.
1-24	Cutter did not reset when machine was turned-on.
1-30	Paper ran out during reception, copy operation or report output.
1-33	Machine was out of paper when it was turned-on.
1-34	Paper ran out after printing of a page.

CODE	EXPLANATION
Other	
1-71	Upper cover opened while machine was operating.
Printed Circuit Board Problems (If the following codes continuously appear and machine will not function, call for Service.)	
2-10	Modem not switched into transmit state.
2-12	Modem clock not present.
2-31	Machine could not access telephone line.
2-32	Machine could not hang-up telephone line.

Manufacturer:

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